

Z
51
N2I8

NATIONAL MACHINE SHORTHAND

Student's Manual



Class Z 51

Book .N2 I 8

Copyright N^o _____

COPYRIGHT DEPOSIT.

NATIONAL MACHINE SHORTHAND

By
W. S. IRELAND, A. B.

Author of
*Stenotypy—Stenotype Reader—
National Speed Practice—
National Progressive Drills*

Inventor of
*The Stenotype and
National Shorthand Machine*

“The MACHINE Way is the NATIONAL Way”



Published by
NATIONAL SHORTHAND MACHINE COMPANY
Saint Louis

251
N2I8

Copyright, 1917,
by
National Shorthand Machine Company

SEP 15 1917

©CLA476090

no 1

INTRODUCING THE NATIONAL

THE most fitting introduction to this text seems to be a very brief story of the development of the National Shorthand Machine—a story full of unusual interest for those that have had part in its making. It has been in the nature of an excursion into a semi-explored field, by a strange travel party—a party made up of producer and consumer,—of developer and user,—of seller and buyer—the one not distinguishable from the other, and each having interests identical with that of the whole party.

In other words, the National Shorthand Machine is an interesting example of the possibilities of sensible cooperation, for the National is owned, built, and sold largely by the schools in which it is taught—the producers are also the consumers.

Machine shorthand is not a modern art—its development began about the time the typewriter was invented. Aside from spasmodic appearances in various countries, no real progress in the art of machine writing was made until very recently, when through the genius of Mr. W. S. Ireland the commercial value of the machine as a means of recording dictation was fully established—first through schoolroom practice and second through actual use in the business world.

National Machine Shorthand was brought into existence in answer to the insistent demand of the business community for something better—something more accurate, more rapid, more legible—than old-fashioned pencil writing. The answer was given by a large group of aggressive, forward-looking school proprietors and teachers who combined their knowledge and their money in full cooperation with Mr. Ireland in the production of a machine and a system of writing that would adequately meet the needs of the business office.

This was an ideal combination. The proprietors and teachers knew the needs of both the school and the office, and Mr. Ireland knew in a most intimate way the history of every effort to perfect a system of machine shorthand writing, in which field his own endeavors had been crowned with unusual success. He also had at his command a remarkable degree of inventive skill—skill amounting to genius—and he gave unsparingly of his time, his thought, and his most earnest effort to satisfy wholly the exacting demands of his school associates who had not hesitated to commit to his care their money and their ambitions to own, control and teach a really effective shorthand writing machine.

The story is long, but it is sufficient to say here that every detail of the National Shorthand Machine and of the system of writing that it employs was worked out slowly, safely and scientifically by Mr. Ireland and his corps of trained mechanics, designers, artists, and detail men, in collaboration with a watchful, alert committee of school proprietors and teachers, whose counsel and assistance were requisitioned at every step.

Every principle in the system, every word in the text, every line in the various series of students' helps was read and re-read, corrected—gone over again and again—by the most successful teachers in the country, until now, as we offer the National—the machine, the system, the texts—to the schools of our land, we are happy in the thought that we are giving back to the profession its own best thought and best effort, refined and coined into the most precious currency of commerce—the means of superior service.

NATIONAL SHORTHAND MACHINE COMPANY.

AUTHOR'S WORD

For whatever merit this text may have, much credit is due to a committee of eighteen prominent teachers of typewriting and shorthand (both pencil and machine) to whom the manuscript was submitted for final revision before publication.

These teachers, assembled from every part of the country, carefully reviewed the text sentence by sentence, offering as occasion required intelligent, constructive criticism, all of which was thankfully and helpfully received by the author. The unusual care and thoroughness with which the book has been prepared will commend it both to teachers and students.

It is the purpose of this brief foreword to express to those earnest teachers whose substantial assistance contributed so much to the excellence of the work my sincere thanks for their cooperation.

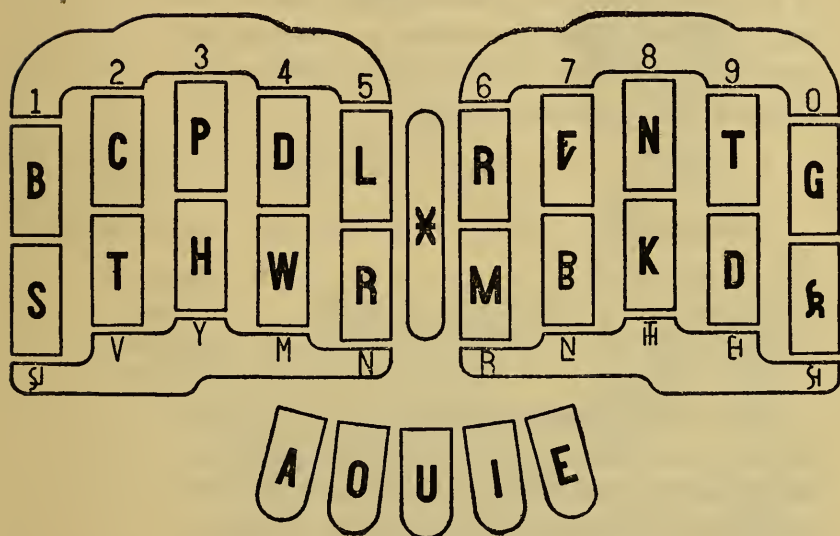
W. S. Ireland.

St. Louis, Mo.,
July 14, 1917.

National Machine Shorthand

SECTION ONE

Step One



1. The Keyboard.—The National keyboard is made up of twenty-five primary keys, one correction key and four secondary keys.

The primary keys are BSCTPHDWLR AOUIE RMFBNKTDGQ. The secondary keys are the two upper long keys containing the figures and the lower long keys containing UVYMN RNMHEU. The * is the correction key.

If all the keys are struck at one time, their letters are printed in the following order:

BSCTPHDWLR AOUIE RMFBNKTDGQ

2. A word at a stroke.—Any number of keys may be struck at one time and their letters printed in a line across the strip of paper. The initial consonants BSCTPHDWLR are written by the left group of keys, which prints them at the beginning of the line or word; the final consonants RMƆBNKTDGǻ are written by the right group of keys, which prints them at the end of the line or word; the middle group prints the vowels in the middle of the line and between the beginning and ending consonants.

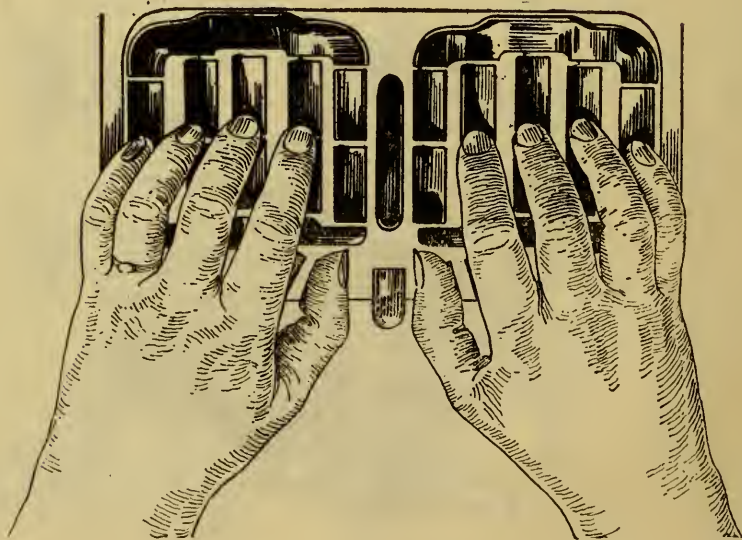
Initial Consonants	Vowels	Final Consonants	<i>Order of Letters</i>
BSCTPHDWLR	AO UIE	RMƆBNKTDGǻ	
S T	A	R T ǻ	<i>Starts</i>
T H	I	NK	<i>Think</i>
S P R	O U	T ǻ	<i>Sprouts</i>
H	O U	N D ǻ	<i>Hounds</i>

As most words and syllables begin and end with consonants and have a vowel or vowels between them, the arrangement and division of the National keyboard make it possible, by selecting and striking the proper keys, to write an entire word at a single stroke. The machine itself spaces the paper forward, and each stroke or word occupies an entire line. The words are written under each other down the paper instead of across the page as in ordinary print.

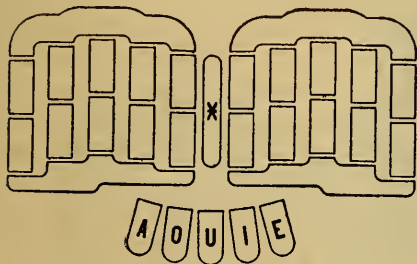
3. Position at the machine.—The stand, chair and position at the machine all play an important part in the operation of the National. The chair should be high enough to allow the operator to rest the feet on the floor comfortably. The height of the stand should permit approximately the same relation between the stand, chair and operator as is shown in the illustration. The bottom of the elbow is level with the top of the table, while the forearm and wrist rise gradually and assume the position illustrated.



4. Correct finger position.—Touch writing only is used on the National. The fingers find the keys by the sense of touch. The eyes never look at the keyboard but at either the dictator or the copy in the text. Each finger has its particular keys to operate and must operate just those keys and no others. Skill in operating the machine depends largely on how the keys are fingered. Correct fingering makes the operation easy, while poor fingering makes it very difficult. The following illustration shows the correct position of the fingers on the keyboard.



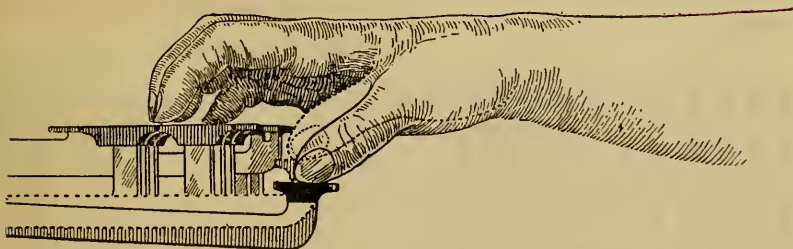
5. Vowels.—



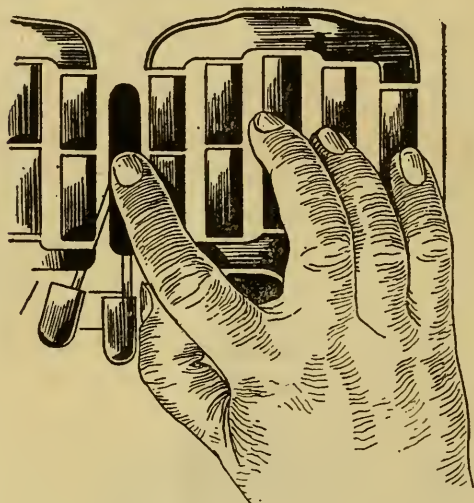
Fingering.—The left thumb operates the A and O vowel keys and the right thumb the U, I and E.

6. Stroke of the key.—The thumb should accompany the key down and press it firmly at the bottom of the stroke, releasing it quickly and permitting it to return completely to its normal position before making another stroke. Never strike a key until sure it is the correct key, but in striking it, do so with a sure, fast blow—not with a slow push.

As the thumbs strike the vowels the fingers remain in their curved position, almost touching the keys, as shown in the illustration below. The fingers should never feel tense, rigid or cramped, but should be entirely *comfortable* and *relaxed*.



7. Corrections.—



The long key in the middle of the keyboard writes the correction sign. When an error is made in writing a letter or word, strike the correction key and then write the word correctly. When notes are being read, this sign serves as a warning to indicate that an error has been made and corrected. Always strike the correction key with the right index finger.

8. Thumb exercise.—Practice the first group until you can write it evenly and easily (without hesitating between strokes) before taking up the second group.

This should be accomplished by writing each exercise about thirty times.

Watch the copy, not the keyboard.

THINK each letter before writing it.

Do not strike a key until you feel absolutely confident it is the correct one, and then strike it firmly and surely.

Write slowly at first; increase the speed as confidence in the strokes increases.

A O U I E I U O A O U I E

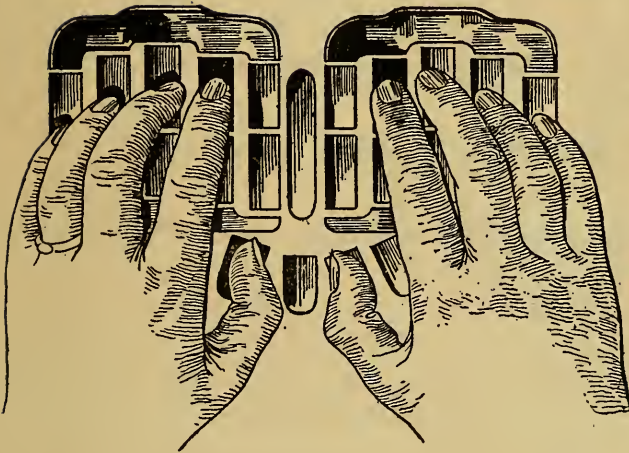
I U O A O U I E I U O

A I O E U A E U O I A U E

I O A I E U O A I U E

SECTION ONE

Step Two



The fingers must not point straight out, but should drop in a curved position down close to the keys so as to lose no time in finding the keys for the next stroke.

Place the fingers in their normal position on the keyboard and then move them forward and write DOV. If the tops of the hands are level with the keyboard and the tips of the idle fingers in their forward movement are barely touching the keys as the D and V fingers go down, the idle fingers will naturally leave the keys slightly.

Study the illustration carefully.

The double letter V is written for both F and V, and is read as either one or the other according to the context.

9. Formation of words.—There are three things to be considered in writing on the National; namely,—silent letters, consonants and vowels.

- a. *The silent letters, being unnecessary, are never written.
- b. The sounded consonants are written exactly as sounded.
- c. The sounded vowels are written exactly as spelled.

Through THRU (The *o* and *gh* are silent letters)

Brought BROT (The *o* is the sounded vowel and written as spelled)

Laugh LAȚ (The last consonant sound is *f*, hence *f* is written)

One WON (*One* is pronounced with the sound of *w*; therefore it is written with *w*, though it does not occur in the spelling. The *e* is silent and dropped)

Sure SHUR (The consonant sound is *sh* and not *s*, hence *sh* is written)

Part PART

Store STOR (*e* is silent)

Treat TRET (*a* is silent)

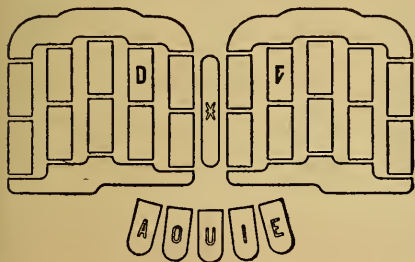
Thread THRED (*a* is silent)

Crow CRO (*w* is silent)

Sour SOUR

*(With certain minor exceptions).

10. Finger exercise.—



Strike D with the *left* index finger and F with the *right* index finger.

Practice one line at a time. Each line should be written thirty times.

D A O U I E F E I U O A

D O F I F U D E F O A F

U I F D F A U F D O F E

Keep your eyes and attention firmly on the copy; do not look at the copy, then the keyboard, then the copy and again the keyboard, etc.

Do all writing by the sense of touch.

11. Word signs.—Though all words may be readily written in full on the National, short word signs are used for a few of the frequently occurring words. Never write out in full a word for which there is a word sign.

D	<i>did</i>
EF	<i>ever, every</i>
F	<i>have, of</i>
E	<i>he</i>
A	<i>an</i>
U	<i>you</i>

By the use of word signs two or more words may often be written in a single stroke. This is called "phrasing." Instead of writing

D I D
 U
H A F

for *Did you have?* (which requires three strokes), by using the word signs for these three words, this phrase is written at one stroke:

D U F

12. Words written alike.—

Different words written alike are read correctly by context; HER, her, hear, here.

I hear her coming here.

			I		
	H	-		ER	
	H			ER	
C			O	M	
				I	N
	H			ER	G

13. Punctuation.—All exercises should be punctuated as written.

-FNTG . (period)
BCPD ? (interrogation point)

The period is written by the four fingers of the right hand striking the four outside keys of the upper row; likewise the four fingers of the left hand write the question mark.

These arbitrary signs are written for the punctuation because they stand out boldly on the page of notes. In reading, the eye will note the unusual sign very readily, which aids materially in understanding at a glance what has been written.

14. Word practice.—Write the entire exercise each time without even once taking the eyes off the printed page.

Write every stroke accurately.

It is the duty of the fingers to find the keys and do the writing, while the eyes are fastened to the copy.

Never make a stroke until sure the fingers are on the correct keys.

Write fifteen times.

day	you	due	he	dough	an	dove
off	have	eve	Dave	ever	do	every
deaf	eave	die	of	dive	off	did
have	do	ever	due	he	dough	of
every	an	did	you	of	ever	he

Were the idle fingers close to the keys and in their proper position while writing this entire exercise?

15. Writing exercise.— This exercise is to be written from dictation or copied. When the exercise is dictated, watch the lips of the dictator.

Write fifteen times.

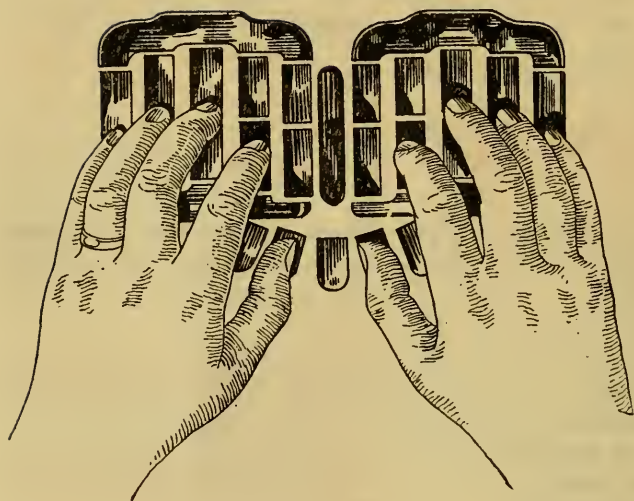
Did-you ever dive?
 You-have an off day.
 Do-you ever have a day off?
 Did-you-have a dove?
 Did-he-have every dove?
 Did-he die?
 You-have a dove.
 I did-have every dove.

Words connected by hyphens are to be phrased (all written in a single stroke).

Striving for absolute accuracy and learning to phrase early in the course will save much time and hard work in gaining speed later on.

SECTION ONE

Step Three



There are no home, or anchor, keys in the operation of the National.

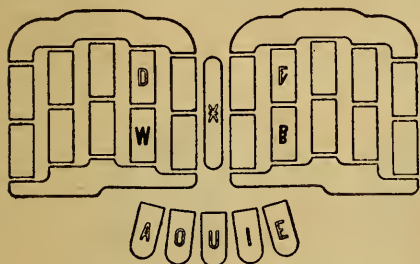
The normal position of the fingers over the dividing line is rather a starting point than a place where the idle fingers are to remain or to which they are to return.

As the index fingers strike W and B the fingers naturally assume the position shown in the above illustration.

Notice how easily the fingers seem to strike these keys and how "ready" they are to locate and strike any other keys.

B is written for both *p* and *b*.

16. Finger exercise.



Strike W with the left index finger and F with the right index finger. When writing DW, operate both keys with the index finger by striking both of them over the dividing line between the two.

Write each exercise thirty times.

D W A O U I E F B V C

I U O A W

W F U B D F E B F W F

U B D A B W E F D F W

B W B F D B A B E F I

The finger exercises develop the movements of the fingers and train them to find the keys readily.

In each lesson such exercises should be practiced very thoroughly and carefully. This will make the word practice much easier.

Permanent habits are now being formed; form them correctly.

Remember: Eyes on the copy; never on the machine.

17. Corrections.—If an error is made several words back, strike the correction key once, rewrite the last correctly written word (which will show where the correction begins); then write the correct copy.

18. Word signs.—

B be, been, -body
W were, with

Note the use of word signs in forming words in which the word sign is a part.
EVB, everybody.

19. Word practice.—T h e words in the word practice are so arranged that they may be practiced across the line forward and backward or down and up the column. Practice all four ways.

DEB, deep (Necessary to write only one e)

WEB, weep

Keep the eyes on the copy while the hands do the fingering. Do not look back and forth from keyboard to copy.

Write through the exercise each time without taking the eyes off the copy.

Write fifteen times.

dab	web	been	way	dope	with	up
wipe	dub	with	deep	wave	been	dip
be	were	deep	wife	he	everybody	be
weep	dupe	wove	dope	way	deep	were
everybody	were	dip	wave	been	wipe	been

20. Writing exercise.—

Write fifteen times.

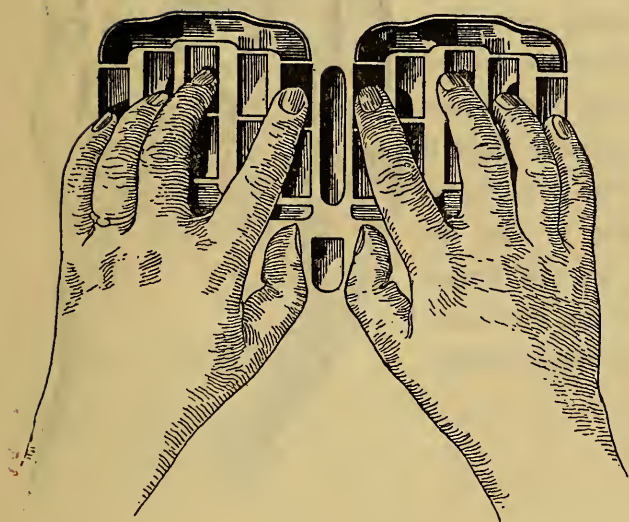
We-have-been with-you.
 Were-you up?
 Did-he-have a wife?
 We-have-been due a day.
 I weep with-everybody.
 Were-you ever with Dave?
 Do-you ever weave?
 You were with-everybody.
 I-have-been with Dave.
 We weave a web.
 Did Dave ever weave with-you?

Do not strive for speed. Write with an even "pace," not pausing between words, but the instant the fingers strike the keys for one stroke the eyes should be on the next word.

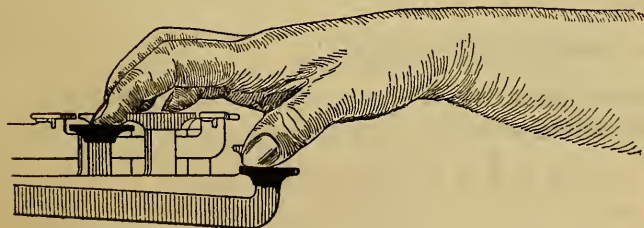
Look straight at the copy during the entire exercise and *think hard*—keeping the fingers constantly busy finding and striking the correct keys.

SECTION ONE

Step Four



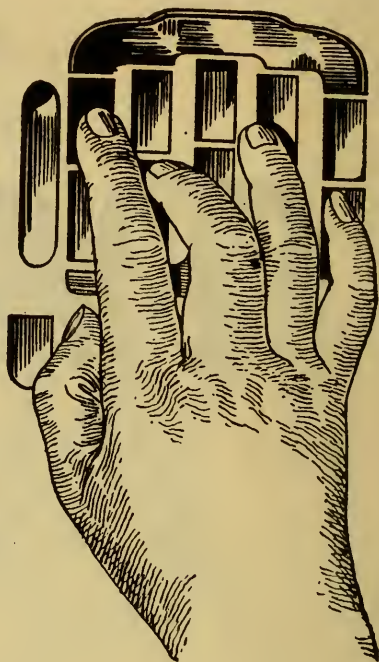
The index fingers reach over to operate the L and R keys. The idle fingers move slightly forward and are comfortable and relaxed while L and R are being struck.



Notice that the idle fingers are curved, almost touching the keys. These fingers must never point straight out.

As the thumb strikes a vowel and the index finger strikes R, the *hand* rises slightly and moves forward just a trifle so that the index finger may strike the upper key without the under part of the finger touching the lower key and carrying it down part way also.

The middle finger moves over to the fourth row of keys to strike *Œ* while the index finger strikes *R*, as in *warp*. The hand rises slightly to make the fingering easy. The middle finger points almost straight down, so that the end of the finger strikes the *Œ*. The index finger is extended, striking the *R* key about the middle in order to clear the lower key. The two idle fingers must not move towards the middle far enough to leave their positions.



21. Fingering.

Write each exercise twenty times.

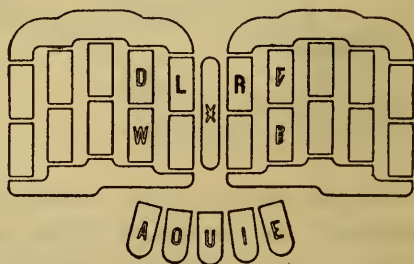
Use the left index finger for *L*
and the right index finger for *R*.

DWLAOUIERŒŒŒR

EIUOALW

LADORŒEŒIŒBLU

DŒWRŒŒŒUWELRA



22. Vowels.—The following examples show how to write various vowels:

Y	written	I	as	LI	in	lye
OW		OU		DOUR		dower
OU		OU		OUR		our
AW		AU		LAU		law
AU		AU		DAUB		daub
EI		A		WA		weigh
OO		OE		LOEB		loop

In all words containing *oo*, both *o*'s must be written to avoid conflicts; hence, *oo* is written *OE*.

Woo, *WOE* (Not read *woe*, as *woe* is written *WO*);
woor, *WOER*.

23. Word signs.—

-R	are
OR	order
L	will (verb)

Final consonants (those written by the fingers of the right hand) are indicated in this book by a hyphen before the letter. Initial *R* is printed *R*; final *R* is printed -*R*.

24. Word practice.—It is very important that the *U* key always be struck with the right thumb, as the vowels *AU* or *OU* are frequently written at the same stroke. In such instances the right thumb must strike the *U* and leave the left free for operating *A* or *O*.

Layer, *LAER*; *weigher*, *WAER*; *your*, *UR*

Write ten times.

dare	wipe	lobe	war	are	laugh	will
lay	order	dower	law	weigher	daub	hour
dear	leap	weigh	order	lye	wore	life
wire	deer	low	door	are	lap	wear
loop	your	are	lure	woor	dire	live
dip	love	dye	daub	hour	leave	door
layer	will	lip	warp	ear	dwarf	or

25. Writing exercise.—Practice this exercise both from dictation and by copying from the text.

Write ten times. Accurate writing requires accurate thinking.

Will-you ever-be a wooer?

Will-you order a door?

Will-he-have an hour off?

Will-he-have a loop of wire?

We-are due.

Will-he-have a day off?

Will-you wire your order?

We-have your order.

Will-he-be a dwarf?

We-have an order every day.

A door will warp.

Will-he leave an order with-you?

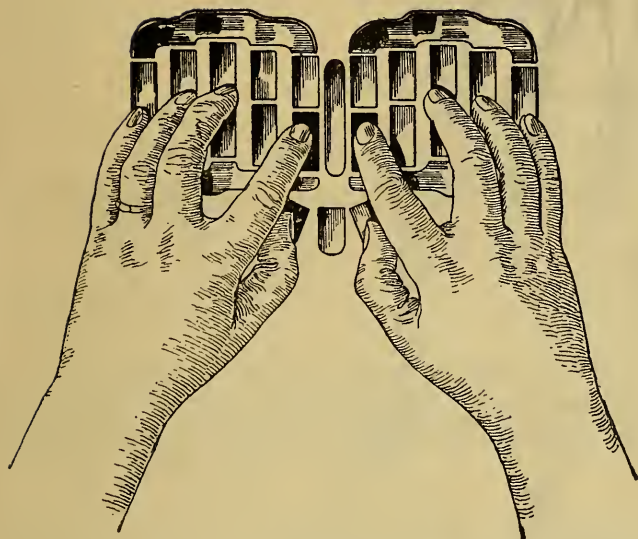
A weigher will-be with-you.

Will-you weigh a layer of dough?

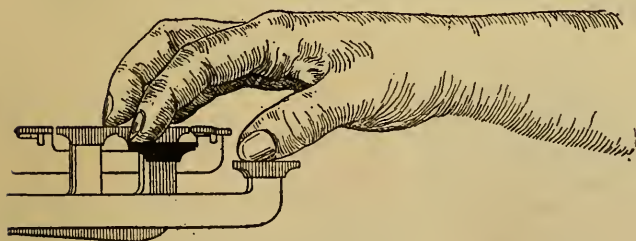
Remember to write the punctuation at the end of every sentence.

SECTION ONE

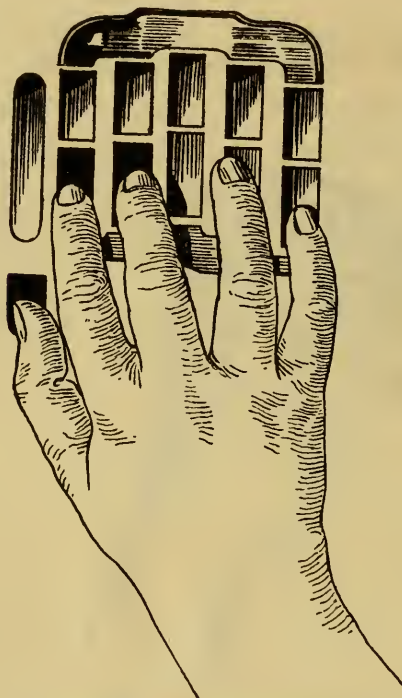
Step Five



Showing the fingers writing the word *roam*, ROM.

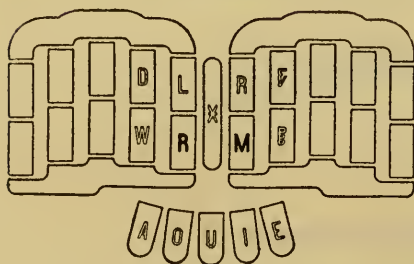


Showing the correct fingering when striking M.



Striking UM̄ as in *lump*.

26. Fingering.—

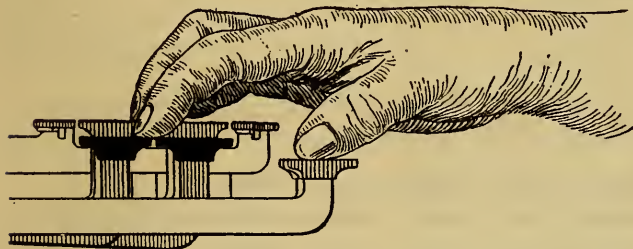


Strike initial R with the left index finger and final M with the right index finger.

Write twenty copies of each exercise.

D W L R A O U I E - R M *∇* B *∇* M - R E I U
O A R L W

L B - R *∇* W B D *∇* L W - R M *∇* D *∇* R M *∇* D
L B W *∇* D



Showing R and M in the word *arm* struck together by the index finger of the right hand. Note how the two keys are operated by the end of the finger striking over the dividing line.

27. W before R.—Always write the *W* before *R* (though silent) to avoid conflict.

WRAB	<i>wrap</i>	(without the W might be <i>rap</i>)
WRI	<i>wry</i>	(without the W might be <i>rye</i>)

28. Word signs.—

R	<i>are</i> .
-M	<i>am, many</i>

29. Extra strokes.—When necessary to use more than one stroke, divide the word at the most natural point.

In this book a plus sign is used to indicate the division between strokes.

A+WAR	<i>aware</i>
A+DOR	<i>adore</i>

A+LOU *allow*
 A+RER *arrear*
 A+RI7 *arrive*
 A+LOI *alloy*

In such words the consonant is omitted in the first stroke and written only in the second.

30. Word practice.—

Write seven times.

LAM, *lamb*; DUM, *dumb*; LIM, *limb*. (*b* is silent)

dime	rare	lime	rave	deem	roar	warm
many	drop	dome	are	rove	worm	raw
wrap	roof	lame	robe	lamb	ripe	dumb
room	alloy	rum	adore	reap	array	rum
loom	rough	arm	rub	many	roam	dim
arm	limp	arrear	leap	am	layer	rip
law	row	our	rye	door	alarm	allow
romp	dream	roam	wry	rump	doom	lump
rib	am	drove	am	droop	many	drive
alloy	limb	arrive	allay	array	adore	awry

31. Writing exercise.—

Write seven times.

Will-many-be away?
 I-am with Dave.
 Will-he-have many-of our deer?
 Are-you lame?
 Did-he ever order a robe?
 Are-you away with-your wife?
 Will-you ever-be lame?
 Dave will-be away many a day.
 I-am due with-you.

Will-he-be lame?
 Will-he allow you a dime?
 I-am aware-of a row.
 Will-you order our lime?
 Will-you-have a robe with-you?
 Roy will-order your lime.
 Will-you-have a dime?
 Are-you aware-of a rough row?

Exercise for skill.—The following exercise makes use of all the principles and word signs of Section One, and is particularly arranged for developing speed. Practice it both by copying from text and from dictation until the required rates are attained.

The surest way to obtain speed on the National is to practice for accuracy. If you write the exercise over and over, writing it correctly each time, you will find your speed increasing very rapidly. Inaccurate writing will retard speed.

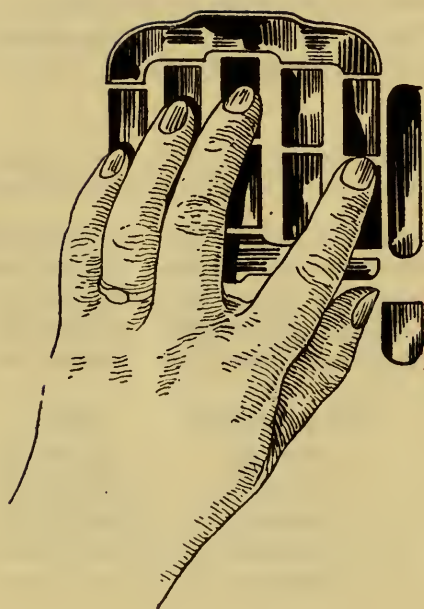
Practice the exercise while studying Section Two. It contains 100 words, and you should be able to write it perfectly at the rate of

60 words per minute at the completion of Step One, Section Two
 70 words per minute at the completion of Step Two, Section Two
 80 words per minute at the completion of Step Three, Section Two
 90 words per minute at the completion of Step Four, Section Two
 100 words per minute at the completion of Step Five, Section Two

	Rate per minute	Time
We are warm.	60 words	1 min. 40 sec.
Were you dry?	70 words	1 min. 26 sec.
Are you warm?	80 words	1 min. 15 sec.
I have a dime.	90 words	1 min. 6 sec.
We have an arm.	100 words	1 min. 0 sec.
I have our law.		
Wrap up your rye.		
He will be with you.		
Did you have an oar?		
Will he ever be away?		
I have been with you.		
Will you weigh our door?		
Will Roy order our lime?		
Roy will order your lime.		
I am aware of your dream.		
Will everybody be with you?		
Did he ever have your warm room?		
Will you ever allow Dave a dime?		
Will you order many of our deer?		
Will he daub your robe with our lye?		

SECTION TWO

Step One

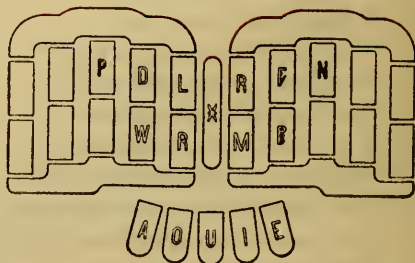


Correct position for striking PR as in *proud*. Note the easy, comfortable position of the idle fingers.

32. Finger exercise.—Write each exercise twenty times. Strike P and N with the middle fingers.

1.
P D W L R - R M V B N B V
M - R R L W D

2.
D L B P N V L V W N M P
N B D V R V P M N P D B
L R W V N V P



In practicing double consonants, write both characters together.

3.

PL -RM PR WR -R̄ -M̄ DR
 -R̄ -RN PR -RM PL WR PR
 -R̄ DR PL -R̄

The idle fingers should curve down towards the keys in a relaxed position.

33. Word signs.—

AN *and*
 -N *in, no, know*
 ŪN *upon*

34. Word practice.—Study carefully the following examples.

RAIN *rain*
 PAIR *pair*
 PLAIN *plain*
 WAIF *waif*

Silent *i* in *ai* is always written. This distinguishes *ai*-words from *a*-words. *Rain* is written RAIN not RAN.

DU *dew*
 PU *pew*

Always write *u* for *ew*.

AM+PER *ampere*
 A+PLI *apply*

PRŌN *proven*
 LĒN *leaven*
 RĀN *raven*
 DĒN *deepen*
 OMN *omen*
 RŪN *roughen*
 LAMN *layman*
 LEMN *lemon*
 LIN+EN or
 LIN+N *linen*

To write the *e* in *proven*, etc., would require an additional stroke and be of no particular advantage in reading. Such unimportant vowels are omitted when doing so will save a stroke. When omitting such a vowel does not save a stroke, it may be written or dropped at the discretion of the operator.

WOMN *woman*
WIMN *women*

Written WIMN to distinguish from
woman.

-N+B *nobody*
PLUM *plumb*
ERN *earn*
LU *lieu*

Write ten times.

Keep the eyes on the copy during the practice of the entire exercise.

pray	run	poor	lean	prime	wren	play
win	prop	loin	plow	know	low	and
plow	and	pair	wren	wine	proof	lump
rain	pave	lain	no	dump	am	and
are	law	pipe	warm	probe	down	warp
no	pay	upon	pair	wrap	law	linen
ampere	drop	warm	adorn	dwarf	plane	plain
worn	lieu	dump	waif	aim	lamp	drew
dew	nobody	woman	pump	earn	warm	air
women	apply	aim	dew	lump	proven	lieu
alarm	open	order	woman	due	aim	roughen
deafen	pew	layman	drew	lemon	probe	loop
probe	ripen	plumb	lamp	order	were	every
did	ever	will	many	are	been	with

35. Writing exercise.—

Write ten times.

Write the complete exercise each time without taking the eyes from the copy.

Accurate writing is a most important habit to develop; inaccurate work will form a very dangerous habit and one which will be very hard to overcome.

This book is to develop accuracy and thoroughness and to lay the foundation for speed. Lay it well.

I-have your order.

I-know of-no way.

Did-he leave-no proof?

Will-you-be on your lawn?

Did-he leave upon your order?

Will-he-have many?

You-know everybody and I-know nobody.

Will-you order a plane?

He did order a plow.

Did-you loan your pan?

Did-you play on a damp lawn?

We-have a pure wine.

I-know you-are a layman.

Will-he-know you-are-in?

Dave and I were-on a lawn.

We-are on an open plain.

Will-you live in a warm room?

We-are-in line.

We-have a plow on order.

Are-you damp?

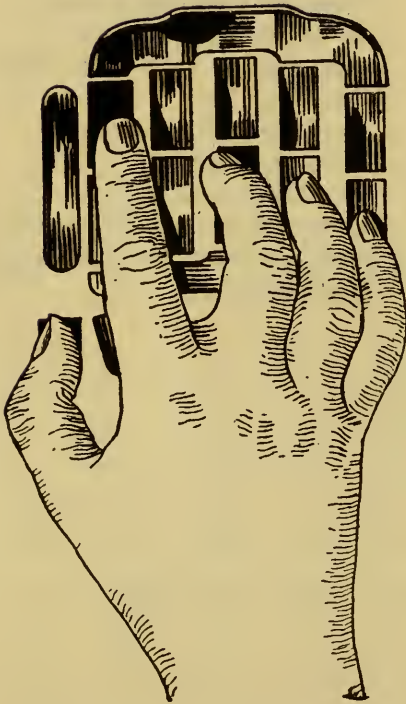
You-have an alarm.

Drop your wrap and play on.

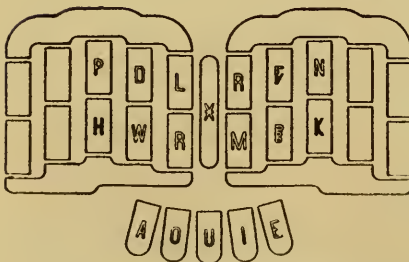
Are-your linen and robe on a damp lawn?

SECTION TWO

Step Two



The illustration shows the fingers writing URK as in *lurk*. In order that the middle finger may conveniently strike the K while the index finger is striking the R, the wrist bends in towards the center of the machine. Note also that the idle fingers are curved down towards the keys and in a relaxed position.



Strike H and K with the middle fingers.

36. Finger exercise.—The mind must always keep ahead of the fingers.

Write twenty times.

1.
P H D W L R -R M *ʒ* B N K N *ʒ* M -R R L W
D H

2.
W H N K P *ʒ* H *ʒ* P *ʒ* W K H P K N W H N K P W
ʒ P *ʒ* K H N H D K -R P R N L H W *ʒ* P *ʒ*

3.
H W P L -R K D R P R -R N P L D R -R K P R -R N H W D R P L

37. Word signs.—

-K	<i>can</i> (verb)
H	<i>how</i>
HWA	<i>what</i>
HWE	<i>when</i>
WR	<i>where</i>
HW	<i>whether</i>
HWI	<i>which</i>
PLI	<i>reply</i>

38. Word practice.—Study these important examples.

HWAK	<i>whack</i>
HWAR <i>ʒ</i>	<i>wharf</i>
HWI <i>ʒ</i>	<i>whiff</i>
HWIM	<i>whim</i>
HWIN	<i>whine</i>
HWI	<i>why</i>
HOEB	<i>whoop</i>
HO	<i>who</i>

Wh at the beginning of words usually has the sound of *hw* and is so written; *whip*, HWI*ʒ*.

The *W* is silent and not written.

HWI+EF	<i>whichever</i>
HWAEF	<i>whatever</i>
WREF	<i>wherever</i>
HWE+EF	<i>whenever</i>
HI FN	<i>hyphen</i>
HAFN	<i>happen</i>
HEFN	<i>heaven</i>
WEK+EN	<i>weaken</i>
LIK+EN	<i>liken</i>
DRUNK+EN	<i>drunken</i>
OK+EN	<i>oaken</i>
HARK+EN	<i>hearken</i>
PLUK	<i>pluck</i>

Accurate thinking develops accurate writing.

Keep the eyes on the copy; not on the keyboard.

Write ten times.

hear	plank	hope	duck	harm	link	heaven
liken	why	wreck	how	everybody	who	rake
which	can	ham	pack	weaken	luck	when
hyphen	look	nobody	happen	are	how	can
rack	whoop	drink	whether	prank	oaken	whim
drunken	when	will	park	darken	poke	air
where	wick	how	dare	lack	why	rack
can	what	look	whoop	reply	pick	liken
harm	duck	hope	plank	hear	door	pluck
work	drunken	can	how	wick	whatever	order
you	did	hove	he	and	upon	know
whenever	pluck	hip	liken	why	are	drink
nobody	whine	heaven	wick	hear	reply	hoof
happen	lieu	work	whenever	luck	many	rake
look	whichever	upon	know	air	wherever	nobody
prime	link	whatever	wreck	heaven	worn	where

39. Writing exercise.—

Work for accuracy.

Keep the eyes on the copy continuously.

Keep the fingers curved towards the keys.

Write ten copies; strive to make every one of them perfect.

You-can be here when I arrive.

How-can we-know what rock
you will-order?

How-many will-he order?

We-have a rough plank.

Which-can you-have?

Will-he-know what we-can have?

What luck did-you-have?

Which order will pay-you?

Did-he-have your hack?

Will-nobody-know w h a t - c a n
happen?

Will-you-know which I-can have?

Pick up your harp.

Will-you-have an order when
you arrive?

When-can we-have a dock?

Which half did-you pick?

How-many do we-have-in our
pack?

How-can I-know when Dan will-
be due?

Where-and when did-he hire a
hack?

Rake and pack a heap of hay.

What will-you do?

Where-can he-be?

When will-he-be here?

We-can rake your lawn.

Do-you-know whether - m a n y
will-be here?

How-many did-you-have?

Were-you-in a wreck?

What luck did-you-have?

What-can he do?

Do-you-know what-he-can do?

How-do-you pick a duck?

When will-he-know what-your
order will-be?

How-many are-in your room?

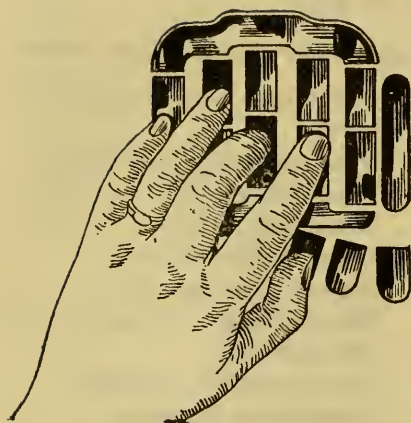
Which wreck were-you-in?

What work did-you do on your
lawn?

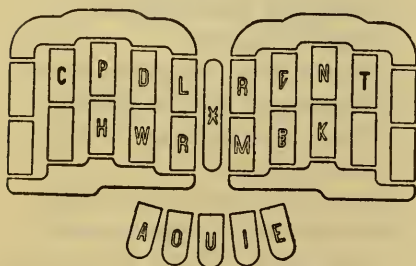
What will-be-in her reply?

SECTION TWO

Step Three



Illustrating the fingering in the word *chart*. The hand bends out slightly at the wrist so as to make it easy for the ring finger to strike C while the middle finger strikes H. This permits the ring finger to strike its key without carrying the lower key down also. The thumb pulls in under the hand to strike A.



Strike C and -T with the ring fingers.

40. Finger exercise.—

Write twenty times.

1.

C P H D W ∇ B N K -T K N

B ∇ M -R R L W D H P C

2.

P N C -T H K C -T K N H L -R R H K

M C N P -T H -T C K C N H -T K P

3.

CL -RT -KT CH -PT CL -NT CR -FT -RT

CR -FT CH -FT CR -KT CL -NT -RT CH

41. Word signs.—

C can (verb), com-, con-, col-, cor-,
 -T it, the
 -NT not
 BKD& , (comma)

42. Word practice.—Study carefully the uses of all the principles illustrated in the following examples:

A+DOBT *adopt*
 E+RUBT *erupt*

AKT *act*
 E+REKT *erect*
 CIND *kind*
 CEB *keep*

C has the sound of *k*.

CPAR *compare*
 CDUKT *conduct*
 CRUBT *corrupt*
 CPLAIN *complain*
 CDEM *condemn*
 C+CUR *concur*
 C+CAV *concave*
 CLEKT *collect*

C for com-, etc., is used in same stroke with remainder of word when possible.

COMK *comic*
 COM+A *comma*
 COMT *comet*

Com is part of the body of these words (not a prefix) and is written out in full. C is used for com-, con-, col- and cor- only when they are prefixes.

CERT+AIN *certain*
 AK+CEBT *accept*
 C-NT *cannot*

Initial C is used for hard or soft c.

Write seven times.

can	wrote	claim	plot	check	write	drink
adopt	damp	not	it	wrought	clamp	act
cheat	erupt	came	which	compare	have	upon
keep	chip	debt	kick	erect	crown	date
coat	adept	compare	went	cannot	aim	where
writ	put	drive	compact	when	light	crank
comply	what	adopt	everybody	conduct	dump	wait
pint	it	how	condemn	order	correct	know
complain	whether	erect	have	accept	it	chain
the	concave	drunk	corrupt	with	damp	drink
what	adept	cannot	know	did	collect	ampere
concur	many	why	charm	act	the	can (verb)

43. Writing exercise.—

Write seven times.

He put a dent in-the pan.
 Did-he collect the debt?
 How late did-he wait?
 He caught the car.
 Will-you come-in?
 He wrote it on-the draft.
 Can-he clamp-the chair with-
 it?
 He wrote the home plant.
 Compute the count and correct
 the rate.
 I-know we-can lift the clay out
 of-the cave with-a rope.
 With which order will-you com-
 ply?
 Will-you condemn-the light in-
 the park?
 Will-you come here and write?

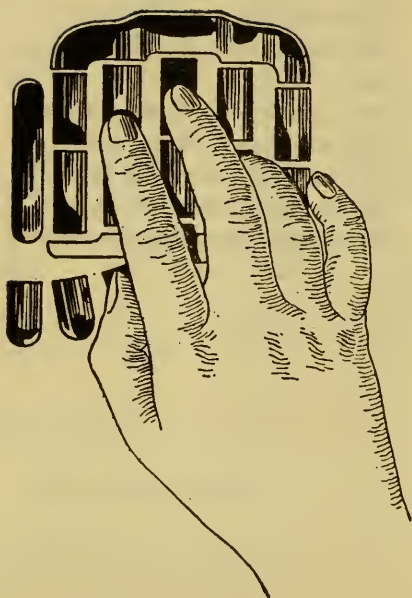
Wait here and order a hack.
 Keep-the room clean.
 Did-he correct the count?
 Did-the court condemn-the
 crown?
 He did-not know-it.
 Did-he collect the claim?
 How did-he compute the rate?
 Do-you care whether-he-can
 come or-not?
 Can-you draw-it out of-the can?
 Clark cannot complain of-the
 claim.
 Clay will-not comply with-your
 order.
 I-have-it in-the right drawer.
 When he came here he went
 right out.

I-have-not been-in-the car.
I-have-been-in-the park.
Did-you-not have-it in-the
pocket?
I cannot complete the work.
The check will-not be written
with ink.
Did-you-have-the car?
We-have your order-of even
date.
How-will-he order-it?
He did-not have-the complete
claim.

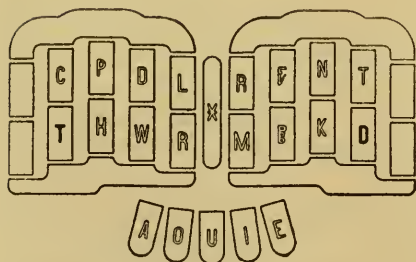
When you-are here you-can com-
pute it, and I-can learn whether-
or-not he-can allow-the claim.
I-have-not been on-the plank.
Will-you-not write?
How-will-the order come?
When you order-the pipe, have-it
cut.
Our complaint will-be complete.
Will-he-have-it in-the crate?
Did-he ever order-the clamp?
Will-you-not order-the coat?
Where did-you write the check?

SECTION TWO

Step Four



Fingering **END** in the word *send*.
 The hand rises a little to allow
 the ring finger to strike **D** as the
 middle finger goes forward to
 strike **N**.



Finger **T** and **-D** with the ring
 fingers.

44. Finger exercise.—*Write twenty times.*

C T P H D W L R -R M F B N K -T -D -T K
N B F M -R R L W D H P T

-D P T N -T C K P -T T -D C K P N -D H
-T T L M R C T -R -T C -D

TH -BD -KTD TR -MD -BTD THR -RND
-KD -NKD THW -FD TW -FTD THR -RMD
-BD TW -RKD TH -RD TR -ND THW

45. Word signs.—

-D *did*
T *it, the*
TH *that*
THR *there, their*
THI *this*

46. Word practice.—

TRETD *treated*
THIND *thinned*
TRAED *trapped*
TUFTD *tufted*
RAMD *rammed*
CLERKD *clerked*
DROED *dropped*
CTEND *contend*
A+DOEDT *adopted*
PROED *proved*
RAED *rabid*

D in final ed is sounded d or t; as, rammed, RAMD; trapped, TRAED; landed, LAND+D. In all instances, it is written D, the vowel e being dropped.

CHURND	<i>churned</i>
CAN+DID	<i>candid</i>
THRET+END	<i>threatened</i>
HARD+END	<i>hardened</i>
A+WARD+D	<i>awarded</i>

THA *they*
PRA *prey*

In these words y is a vowel; ey is written in the same manner as ei in weigh, etc. See paragraph 22.

Write seven times.

tired	hardened	dropped	cried	thumb	upon	harmed
did	threaten	there	load	armed	hand	lifted
threaded	kind	twine	thick	wind	reared	tracked
it	thank	word	dated	roved	through	paid
wound	threw	looked	wired	that	trapped	that
thump	card	this	teem	lard	round	think
the	tweed	thinned	than	many	tuned	proud
then	plowed	lump	dyed	loved	whether	tufted
thwart	dye	thrown	ribbed	am	tripped	every
crowd	tin	dread	treated	learned	rabid	trimmed
their	loud	contend	thrive	collide	they	rammed
darkened	true	wide	did	rented	content	dead
twin	dropped	tan	hard	proved	landed	adopted
threaten	clerked	linked	thanked	churned	charmed	turned
kind	tamed	acted	locked	candid	thanked	hardened

47. Writing exercise.—

Strive for absolute accuracy. Doing any one thing over and over perfectly is certain to develop speed, and writing the exercises accurately time after time is the sure way to obtain speed in machine shorthand. Make accuracy first and speed second in importance.

Write seven times.

Did-you-know that-he would be here?
 He-did not care to-be there.
 That-order did-not arrive-in time.
 This pipe did-not come-in time to-be packed with-the pump.
 Whether-or-not the tank can-be packed will depend upon-the crate.

There can-be-no reply to this.
 Their-order will-be here at that time.
 That-will-be packed late.
 The-order will-be delayed a day.
 We-have had their-order here a day.
 There will-be a can of paint on their-order.

It-did-not come crated.

We-did not know that-you would
be here.

Will-he-be content with this
order?

It-will-be paid.

The tin will-be weighed.

Do-not attempt to load the tin.

He tore this off too.

You-did the hard work.

The car collided with-the train.

The twine will come packed.

Will he try to rob them?

That train will run on time.

The paint will-be thinned.

I-did not work at that time.

He took-it to-the wharf and
threw-it off.

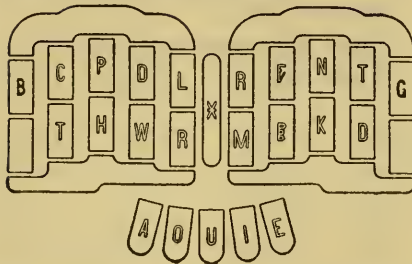
They had done-the work when

I arrived.

SECTION TWO

Step Five

48. Finger exercise.—



Strike B and -G with the little fingers.

The third exercise, containing the combinations of consonants, will be especially helpful in the practice work. Some of these combinations may seem difficult at first, but constant finger practice will enable you to write them easily.

Write each group twenty times.

B C T L R $\bar{V}$ B N K -T -D

G -T K N M -R W D T C B

T -T B -D C G H K B G L -R T C -D

-T B K G T -D C G T B -D C B T K G

BL -RG BR -R $\bar{B}$ G BL -R $\bar{V}$ G -KG BR -NKG

-NG -RMG -M $\bar{B}$ G BR -NG BL -DG -R $\bar{B}$ G BR

49. Word signs.—

B *be-, but*

-G *go, gone, -ing*

50. Word practice.—Practice these examples on the machine.

BLO	<i>below</i>
BLONG	<i>belong</i>
BHIND	<i>behind</i>
CHANG	<i>change</i>
BRING+G	<i>bringing</i>
LOEKG	<i>looking</i>
CHARG+G	<i>charging</i>
TIG	<i>tying</i>
G+G	<i>going</i>
EG	<i>being</i>
THING	<i>thing</i>
HUR+I	<i>hurry</i>
BER+I	<i>berry</i>
HUR+IG	<i>hurrying</i>
BLANKT	<i>blanket</i>
BUDG+ET	<i>budget</i>
WOUT	<i>without</i>
CUN+TRI	<i>country</i>

—G is used for both final *g* and *j* sounds.

In all such words *y* is a vowel and is written *l*.

Write seven times.

blow	thing	bar	drag	beef	pig	bone
hang	break	ring	book	drug	black	wrong
be	gone	bank	long	bent	large	but
going	bought	log	blame	gone	bring	go
boot	cage	broom	carving	breaking	looking	blanket
trying	playing	crying	beating	change	rending	hinge
brown	running	brick	working	thanking	become	kind
trained	behind	crating	below	reaming	tying	crated
behead	living	blanket	routing	behoove	packing	being
happened	beware	waiting	belong	gone	but	without
cherry	where	hurry	when	pity	with	city
party	beauty	plenty	bury	tardy	happy	dirty

51. Writing exercise.—Punctuate as you write.

Write ten times.

But-I cannot correct the order without knowing how-many there were.

Did-you-go with him on that trip?

Were-you-gone when-the order came?

Where did-you-go?

He did-not take many-of them with him, but-had plenty.

It-will-go prepaid.

I-am-going to write him when I arrive home.

We-are-going on a long trip through-the country.

Will-he-be-gone when I arrive there?

Your order, being on-the way, ought to arrive-in a day.

We ordered a brown blanket, but-it-did-not come.

You-are running behind on our order.

We want an iron ring around the brick.

We-have a large order to put up.

What kind of brick were-you wanting?

Are-you working on our type?

Bring the type you-have-been running.

When they-go hunting they take their blanket with them.

We had been-gone about an hour and a half when he came.

Where did-you-have that lot of wood?

He would like to-go with-you on that trip.

I-have to-be at the plant at that time.

Exercise for skill.—Practice the following exercise for skill while studying Section Three.

The time in which the entire exercise should be written is:

1 min. 40 sec. at completion of Step One, Section Three

1 min. 26 sec. at completion of Step Two, Section Three

1 min. 15 sec. at completion of Step Three, Section Three

1 min. 6 sec. at completion of Step Four, Section Three

1 min. 0 sec. at completion of Step Five, Section Three

How did it act?

Put a comma here.

It acted like this.

Can it be in the linen?

Did you collect the debt?

Upon what did they condemn him?

How can you reply to their plea?

What were you doing in that city?

Who kept the party out in the rain?

Where and which way did the women go?

They are bringing no change with them.

They have gone and have left him behind.

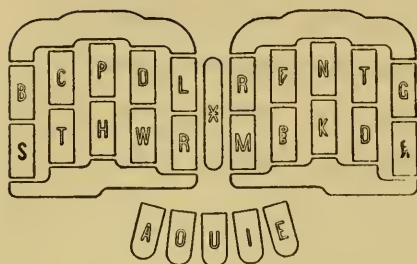
I think they went this way, but I do not know when.

I did not know whether or not he took the awning there at that time.

SECTION THREE

Step One

52. Finger exercise.—



Strike S and X with the little fingers.

Write twenty times.

B S C T P H N K -T -D G X G -D -T K N H P T C S
 C S -D X B P X S G B X S T X G B X S -T C X S G B X
 ST -NKX STR -RTX SPL -NDX SCR -NGX SW -MX

53. Word signs.—

S *is, also as in phrases*

X *is, also as in phrases*

D-X Dear Sir

54. Word practice.—Practice the illustrated words on the machine until they are written easily and rapidly.

DA-X+D

dazed

Write X for final Z.

HA-X+I

hazy

SINK

zinc

Write S for initial Z.

SOE

zoo

-DŖ	<i>didst</i>	In writing words ending in <i>st</i> , and <i>ste</i> drop the <i>t</i> .
BEŖ	<i>best</i>	
PAŖ	<i>paste</i>	
WORŖ	<i>worst</i>	
Ŗ+SIŖ+—TG	<i>consisting</i>	When dropping the <i>t</i> would not save a stroke, write it.
SIŖ+TER	<i>sister</i>	
HAŖ+TI	<i>hasty</i>	
AS+K	<i>ask</i>	When final consonants occur in an order that cannot be written in the same stroke, as <i>sk</i> , <i>sm</i> , etc., write as much of the word as possible at the first stroke.
RIŖ+CI	<i>risky</i>	
TAŖ+K	<i>task</i>	
SPAŖ+M	<i>spasm</i>	
CAŖ+M	<i>chasm</i>	
PRIS+M	<i>prism</i>	
LIŖ+P	<i>lisp</i>	
PAŖŖ	<i>paper</i>	Ŗ is written for final <i>r</i> whenever so doing will save a stroke; as POERŖ, <i>poorer</i> . In all other cases, however, use —R, as Ŗ must never be used for <i>r</i> unless its use will save a stroke.
LADŖ	<i>ladder</i>	
BARŖŖ	<i>barber</i>	
STOR	<i>store</i>	
BUR+ID	<i>buried</i>	
BER+IŖ	<i>berries</i>	
PAŖŖ+Ŗ	<i>papers</i>	In such a word as <i>papers</i> , which might be written either PAŖŖ+Ŗ or PAŖ+ERŖ, PAŖŖ+Ŗ is the preferred form. In this manner the operator becomes accustomed to writing one outline only for a word, adding Ŗ to form the plural; whereas writing PAŖ+ERŖ would mean practicing two outlines for the word, one PAŖŖ for the singular and the other PAŖ+ERŖ for the plural, which is not advisable.
POERŖ	<i>poorer</i>	
SHUGŖ	<i>sugar</i>	
LABŖ+ER	<i>laborer</i>	
LOŖ+ERŖ	<i>losers</i>	
BORDŖ	<i>boarder</i>	
E+LEKTŖ	<i>elector</i>	

RO~~h~~+~~h~~
PR|~~h~~+~~h~~

roses
prices

In such words, e is dropped in
the last stroke.

idea I+DE
chemist CEM+|~~h~~
opening OENG
preference PRE~~h~~+EN~~h~~
compliance CPLIN~~h~~
absence A~~h~~+EN~~h~~

clearance CLERN~~h~~
residence RE~~h~~+DEN~~h~~
conscience C+SHEN~~h~~
evidence E~~h~~+DEN~~h~~
buying BIG
assistance A+S|~~h~~+TAN~~h~~

Write ten times.

steam	hands	ship	price	sweet	loans
bonds	stocks	brass	soft	boots	shoes
streets	dusk	soon	is	saws	as
blaze	same	bags	some	cause	zoo
splits	bestow	zinc	purse	scrap	craze
best	saying	becoming	storing	containing	swept
paper	rasp	worker	took	shipper	prism
spasm	poorer	seeks	stronger	desk	harder
larger	rest	slower	didst	bigger	swept
duster	softer	ask	heater	lost	barber
braces	ladder	houses	broker	prices	timber
rafter	turning	springs	comprises	roads	opening
renters	sweep	sending	chemist	presses	cost
pounding	since	list	swear	rusty	clearance
residence	test	conscience	trust	license	clasp
task	preference	sister	compliance	roast	difference
absence	chasm	evidence	buying	assistance	lost
swing	best	sweet	chance	swore	concise
shares	bids	seem	besides	states	consisting
better	risk	higher	worst	consist	chest
buzz	dusty	seizes	hasty	ounce	swift

55. Writing exercise.—*Write ten times.*

Ship as-many-as you-can by boat.

Is-the car on-the way to-the shops?

How-is it that-you-have-not shipped our last order?

Ship us as-many-of-the same size as-you-can.

Should you-have-it in stock, please send us some at once.

His idea-of what was said is somewhat hazy.

The book-is short and concise.

These are-the best bags we-can offer our trade.

Do-you think your sister will buy that residence?

He asked whether-or-not I thought it-would be risky to buy those big rasps.

We did-not have-the iron step-ladder in stock then.

I learned that some-of your boarders were barbers.

We-have-no preference as-to-the kind of saws you buy.

The house writes that-you-are opening an elaborate boot and shoe store.

The chemist has not tested that acid since the warehouse burned.

I saw them crossing a bridge over the chasm.

They erected the houses of-the zoo on-the edge of-the park.

We-are out of clasps at this time but-will ship them-as soon-as they-can be had.

We wired you-not to ship-the last order-of spring hinges, as-it-is too late in-the season to-use them on screen doors.

How-is it that we-have-not had a reply pertaining to-the heater in our warehouse?

Your prices are higher than we-have-been paying on-the same class of stock.

This paper is as-poor-as the rag paper you shipped us in-the last car, about which we complained to-you.

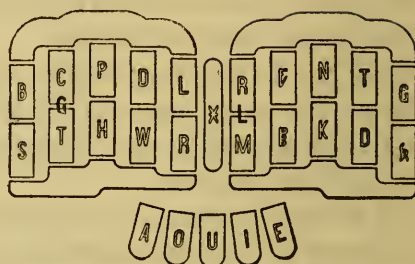
SECTION THREE

Step Two

56. Combination letters.—Letters not on the keyboard are represented by the combination of other letters. For instance, initial *G*, having no key of its own, is represented by *CT*.

Write *CT* for *G*.

Write *-RM* for *-L*.



57. Word signs.—

-Dʒ *-shun* suffixes

TIRM (TIL) *until*

-RM (L) *will* (verb)

-Dʒ is written for all suffixes, or "word endings," having *-shus*, *-shun*, *-shal*, or *-ashun* sounds represented by the spellings *-tion*, *-tial*, *-cious*, *-ation*, *-scious*, etc. *Partial*, *PARDʒ*; *cushion*, *CUDʒ*; *pension*, *PENDʒ*; *ration*, *RADʒ*.

58. Word practice.—Practice several times on the machine.

First practice from the column giving the outlines of the words, then from the words themselves, covering from view one column while practicing from the other.

CUD $\mathfrak{S}$	<i>cushion</i>
SU+SPID $\mathfrak{S}$	<i>suspicion</i>
DE+SCRIB $\mathfrak{S}$	<i>description</i>
SPED $\mathfrak{S}$	<i>special</i>
PAR $\mathfrak{S}$	<i>partial</i>
DLID $\mathfrak{S}$	<i>delicious</i>

E is unimportant and dropped.

C-D $\mathfrak{S}$	<i>conscious</i>
--------------------	------------------

C for prefix con and -D $\mathfrak{S}$ for suffix sound -shus.

DREKD $\mathfrak{S}$	<i>direction</i>
CPLEKD $\mathfrak{S}$	<i>complexion</i>
SLEKD $\mathfrak{S}$	<i>selection</i>
LOKD $\mathfrak{S}$	<i>location</i>
CPLIKD $\mathfrak{S}$	<i>complication</i>
DIKTD $\mathfrak{S}$	<i>dictation</i>
ANKD $\mathfrak{S}$	<i>anxious</i>
REKMD $\mathfrak{S}$	<i>relation</i>
REG+URMD $\mathfrak{S}$	<i>regulation</i>
SARM+UTD $\mathfrak{S}$	<i>salutation</i>

I is unimportant and dropped.

E is unimportant and dropped.

Has sound of ank and -shus.

A+CU $\mathfrak{S}$ +D $\mathfrak{S}$	<i>accusation</i>
PER+SWAD $\mathfrak{S}$	<i>persuasion</i>
OP $\mathfrak{S}$ +D $\mathfrak{S}$	<i>operation</i>

May also be written with a in last syllable. A+CU $\mathfrak{S}$ +AD $\mathfrak{S}$.

CRID $\mathfrak{S}$ +CHAN	<i>Christian</i>
RE+LIG+U $\mathfrak{S}$	<i>religious</i>

Do not come under the -shun principle.

CTLAD	<i>glad</i>
CTRINDG	<i>grinding</i>
CTRAD+UD $\mathfrak{S}$	<i>graduation</i>
CARKT $\mathfrak{S}$	<i>character</i>

PO $\mathfrak{S}$ +ID $\mathfrak{S}$	<i>position</i>
PO $\mathfrak{S}$ +ED $\mathfrak{S}$	<i>possession</i>
O+PO $\mathfrak{S}$ +ID $\mathfrak{S}$	<i>opposition</i>
CPO $\mathfrak{S}$ +ID $\mathfrak{S}$	<i>composition</i>

BAM	<i>balm</i>
PAM	<i>palm</i>

Before m, l is silent and not written.

Write ten times.

great	dull	gloom	swell	grain
build	grand	twist	larger	will (verb)
help	bulb	green	ball	ground
dwelling	shelves	dealt	group	beginning
until	gage	will (noun)	begun	well
boiling	dull	sales	willing	grading
howling	gripping	compiling	selling	compels
stares	poles	grief	condition	pension
cushion	attention	special	contention	partial
attraction	collar	essential	illusion	bumper
conscious	hold	anxious	grinding	cautious
silk	rules	every	well	good
bail	ever	lamps	order	until
description	dictation	will	glad	what
self	where	granting	many	grading
precious	social	delicious	began	whether
wool	complexion	addition	wore	correction
bales	with	suspicion	gracious	persuasion
sanction	cushion	suction	occasion	decision
construction	pension	can	tension	procession
when	compression	religious	possession	composition
begun	upon	discussion	know	conclusion
location	character	opposition	complication	solution
application	been	that	creation	there
rotation	population	regulation	donation	relation
but	oration	position	rations	go
operation	as	social	accusation	began
gone	temptation	action	salutation	portion
station	election	calm	option	selection
collection	direction	correction	section	completion

59. Writing exercise.—

Write five times.

Your contention is wrong.

I-will wait until you come.

He-is not conscious of his actions.

He has been granted a pension.

We-are grinding your tools and cutters.

He has begun to sell his grain in bulk.

He-will-be-going there within a day or so.

We-are giving you special prices on this grade of wool and silk.

They-will-be-the largest gages we build and, when placed in-the proper location, will show-the correct compression at all times.

Under these conditions, we believe they-will begin-the construction of-the traction line within a short time.

There has been a heavy suction under the ground, which has placed the suspension bridge under great tension.

He-is conducting the collection of-the subscriptions under the direction of-the corporation head.

In conclusion, we-are sorry that we cannot see our way clear to accept your proposition with-regard to-the completion of-the last section of-the bridge.

They-have asked us to help them-in selling the large-sized piling, which we-will do should no complications arise.

Concerning the special cushions on order, we-are glad to assure you that they-will-be shipped in this car.

I-am sure you-will-be too late with-your application. He-will-be there until all-of-the grinding wheels arrive and will show-you how to-use them.

SECTION THREE

Step Three

60. Combination letters.—

Write PH for *F*

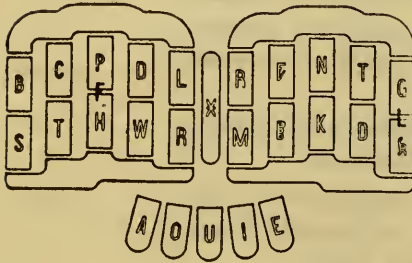
Ph used initially in a word has the sound of *f*.

Write CW for *QU*

Q is always followed by *u* and the two together usually have the sound of *kw*. CW (*KW*) is, therefore, the natural combination for *qu*; CWART, *quart*.

Write -Għ for *-L₂*

This is the second combination for final *L*. It is called final-*L*-two or second-final-*L*.



61. Word signs.—

PH (*F*) *if*

PHI (*FI*) *file*

-Għ (*-L₂*) *letter; -ly*

62. Word practice.—Follow instructions given in paragraph 58.

RENTGŚ	<i>rental</i>
LEG+ARM	<i>legal</i>
BARGŚ+Ś	<i>barrels</i>
TONŚ+IRMŚ	<i>tonsils</i>
CRIS+TARM+IS	<i>crystallize</i>
O+CADŚ+ARM	<i>occasional</i>
SCEB+TIKGŚ	<i>skeptical</i>
SPHERKGŚ	<i>spherical</i>
CEMKGŚ	<i>chemical</i>
E+LEK+TRIKGŚ	<i>electrical</i>
PLIT+IKGŚ	<i>political</i>

Use $-L_2$ when so doing will save a stroke. In all other cases, however, use $-L_1$, as $-L_2$ must never be used unless its use will save a stroke.

SHRUDGŚ	<i>shrewdly</i>
RERMGŚ	<i>really</i>
LUKGŚ	<i>luckily</i>
C-DŚ+GŚ	<i>consciously</i>
CTROŚ+GŚ	<i>grossly</i>
SPEDŚ+GŚ	<i>specially</i>
PHINGŚ+GŚ	<i>finally</i>
PRAK+TIKGŚ	<i>practical</i>
E+CWARMGŚ	<i>equally</i>
RIG+IDGŚ	<i>rigidly</i>
LEG+ARMGŚ	<i>legally</i>
THORGŚ	<i>thoroughly</i>
PHATGŚ+GŚ	<i>fatally</i>
RAFDGŚ	<i>rapidly</i>
AK+TIƆGŚ	<i>actively</i>
POŚ+TIƆGŚ	<i>positively</i>
WIRMG+GŚ	<i>willingly</i>
PHIS+IKGŚ	<i>physical</i>
PHIS+IKGŚ+GŚ	<i>physically</i>
RAD+IKGŚ	<i>radical</i>
RAD+IKGŚ+GŚ	<i>radically</i>
RE+PETDGŚ	<i>repeatedly</i>
ANT+DOT	<i>antidote</i>

Always write $-GŚ$ ($-L_2$) for $-ly$.

This *i* is unimportant.

Write five times.

queer	rail	quart	fair	quicker
fuming	better	filing	quote	found
quill	friend	letter	quite	sadly
legally	really	people	chapel	fire
purely	quire	busily	finding	surely
panel	specially	fear	tackle	afford
briefly	fickle	dented	for	letter
dental	from	simple	lively	fly
sample	feeling	if	travel	quarter
trifle	kindly	freight	kettle	paddles
fruit	badly	fleet	builder	rarely
float	barrels	idly	until	little
title	finger	begrudge	function	situation
operation	loudly	faction	doubly	gladly
actively	safely	file	freely	bravely
equally	lively	surely	relatively	actively
positively	willingly	thoroughly	daily	family
luckily	weekly	really	logical	chemical
typical	comical	spherical	clerical	electrical
title	physically	bridal	practical	local
political	skeptical	pedal	squeal	fatally
legal	formal	spinal	final	conditional
occasional	grossly	personal	liberally	several
spiral	rental	chisel	finally	chills
occasional	crystallize	label	cancel	flannel
funnel	quarrel	squirrel	orally	quiet
gravel	evil	tonsils	civil	peddle
paddle	badly	gladly	sadly	repeatedly
rapidly	kindly	rigidly	wholly	shrewdly
likely	barely	fashion	practical	fatally

63. Writing exercise.—

Write ten times.

<i>guarantee</i>	CTARNT	<i>once</i>	WON\$
<i>delivery</i>	DLI7+RI	<i>consequently</i>	C+SCWENTG\$
<i>quotations</i>	CWOTD\$+\$	<i>privilege</i>	PRI7+LEG
<i>appliances</i>	A+PLIN\$+\$	<i>splendid</i>	SPLEN+DID

We-have filed your order for oak barrels and will fill-it out of-the first car we get.

We-are shipping your order for panels and are sure-the goods will please you.

We-can use as-many barrels of this quickly drying glue as-you-can ship us during the summer.

We-have your-letter and order of-the third, and your goods will-be shipped-as soon-as we-can pack them, which-will-be in about a week.

Your quotations will-have full consideration before we let the contract.

They-are actively engaged in filing complaints.

Quotations on all electrical appliances are conditional.

We cannot accept the last car-of chemicals, as-they-are far below-the standard tests.

We fully realize the effect of-the delay, and are consequently completing your order as-fast as we can.

Their contract entitles them to weekly reports.

If-you-are ready to stock up on woollens and flannels, we-will quote you our best prices.

Dear Sir:

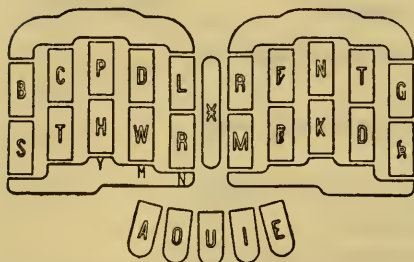
We should like to-have-the privilege of showing you samples of our latest spring styles of women's gowns and hats. We-have a large selection of ready sellers and-can quote bargain prices for early delivery.

Our line-is full-of good strong leaders for your spring opening.

SECTION THREE

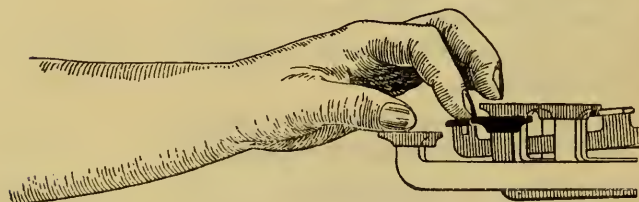
Step Four

64. Secondary Keys.—



The long keys above and below the Consonants are the Secondary Keys. They are struck in conjunction with the Primary Keys, and

cause them to write additional and different characters. When the H, W or R key is struck at the same time as the Secondary Key, Y, M or N is printed instead of H, W or R.



In using the Secondary Keys, use the same fingering as for the Primary Keys. The Secondary Key is never struck alone, but always with the Primary Keys. The illustration shows how the keys are operated.

65. Word signs.—

N	<i>in, in-</i>
NI	<i>any</i>

66. Word practice.—The following illustrations are very important. First study them carefully, then practice them repeatedly on the machine.

C+MAND *command*
C+MIT+E *committee*
C+NEKTG *connecting*

COMN *common*
COM+ER\$ *commerce*

MAG+NET+IK *magnetic*
MA+TUR *mature*
NA+TUR *nature*
MIN+ERG\$ *mineral*
MARKT *market*
NU+MERKG\$ *numerical*
MER+CHANT *merchant*
ME+CANK *mechanic*
NAB\$ *neighbor*
AD+MID\$ *admission*
AM+BI\$ *ambitious*
IM+PER+TI\$ *imperative*
IM+AG+IN *imagine*
N+PHER *infer*
N+DURMG *indulge*
N+PHEKD\$ *infection*

MON+OBG\$ *monopoly*
MAN+SCRIPT *manuscript*
MAN+IB+LAT *manipulate*
AUT+MOBG\$ *automobile*
MON+CTRAM *monogram*
IM+TAT *imitate*
C+STUD\$+ARM *constitutional*
N+STUT *institute*
SUB+STUT *substitute*
IM+NENT *imminent*
MAN+PHE\$ *manifest*

(Exceptions to paragraphs 41 and 42.)

Note how these words are divided into strokes. Unless special provision is made by rule, as in paragraphs 29 and 54, the practice should be to divide the word according to the natural inclination of the operator rather than according to its division into syllables. While the operator will usually divide between syllables, it is more important to divide easily and quickly (whether by syllables or not) than to lose time trying to call to mind the proper syllabic division.

These illustrations show to what extent vowels—and sometimes consonants—may be omitted.

MAN+PHORMD *manifold*
MED+CIN *medicine*
NORMDG *knowledge*
MED+UM *medium*
O+PIN+ON *opinion*
PRAB\$ *perhaps*
WORG\$ *world*

Write seven times.

mail	knock	make	middle	any
never	yeast	member	yarns	normal
mission	none	connection	matter	commendable
infection	market	name	command	manner
moral	noon	milk	night	common
yonder	miles	now	maid	neck
nails	singer	mining	nearer	most
mask	cautious	connecting	ambitious	new
notion	more	admission	must	commotion
miners	commence	mending	comment	model
knowledge	motion	recommendation	nearly	mansion
committee	know	commerce	malicious	mean
suspicion	middle	knowledge	main	connection
mean	infer	magnate	incline	numerical
yard	money	automobile	marvelous	infection
magnetic	indulge	yellow	note	mantel
novel	manipulate	noon	minimum	insist
marble	commerce	manage	import	manifold
ambition	yield	margin	medal	immoral
manuscript	imagine	younger	missing	announce
nerve	message	institute	medicine	moving
mumble	narrow	merger	imminent	meeting
night	metal	immune	manifest	imperative
mortally	nibble	massive	yoke	morning
nice	yearly	imitate	mason	immortal
mature	neighbor	monogram	merit	merchant
need	mercy	nominal	mayor	institute
mineral	imagine	minor	admission	mechanic
incline	meat	automobile	master	immune
monopoly	mellow	meadow	member	merely

67. Writing exercise.—Beginning with this step, phrasing will not be indicated. The student should now be able to phrase properly and should make good use of this speed medium.

Write seven times.

<i>material</i>	MA+TERGʒ	<i>phenomenal</i>	PʒEN+OMNGʒ
<i>personally</i>	PERʒ+NARMGʒ	<i>office</i>	Oʒʒ
<i>conspicuous</i>	C+SPIK+Uʒ	<i>confident</i>	CPHI+DENT
<i>promised</i>	PROMʒ+D	<i>operated</i>	Oʒʒ+ATD

There is at the present time a good market for our new model.

The material will be shipped in three cases.

The yearly income is not as large as that promised by the members of the corporation.

If you have time, I should like to have you call at the institute in the morning, as I am prepared to discuss ways and means for our new course in medicine.

To say the least, his work with us has been commendable, and we take great pride in being able to recommend him for a higher position.

Our foreman's knowledge in this matter is the accumulation of years of personal contact with our enterprise.

Keep the files of the complete transaction intact so that we can have them should occasion arise.

The magnate's promises of phenomenal yields were so strong that most of the members regarded him with an air of suspicion.

We must insist upon your meeting your obligations promptly.

Admission to the meeting will be by ticket only and we recommend that you arrange for yours at once through our nearest office.

Suspicion was centered on the young man who, it is said, had a knowledge of the contents of the safe.

Dear Sir:

You may select any color you desire. Personally, I prefer the yellow model. I believe you would like this shade of yellow. It could be set off with black trimmings and light green striping. The little panel at the top of the rear door would not be too conspicuous a place for a neat monogram in plain black or green letters.

Dear Sir:

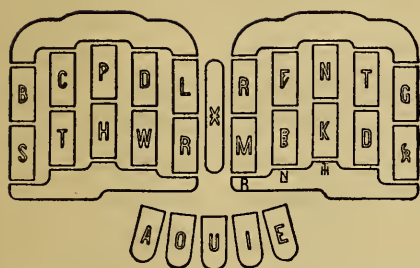
With your permission we should like to mail you for a few days' trial one of our new model letter openers. When you see the manner in which this opener can be operated by the office boy and the mail matter he can promptly and safely open for you, you will never permit us to call it back. It will mean an immense saving in the handling of your incoming mail.

We are so confident our new opener is what you need that we are willing to take a chance on your buying it after a thorough trial.

May we hear from you?

SECTION THREE

Step Five



The final M, B and K keys struck with the Secondary Key write R, N and H respectively. The same fingering is used as when writing the Primary Keys alone.

68. Word signs.—

-NG	<i>nothing</i>
SOMG	<i>something</i>
NIG	<i>anything</i>
IN	<i>invoice</i>

PHO (FO)	<i>inform</i>
CE	<i>receive, receipt</i>
CLO	<i>inclose, enclose</i>

69. Word practice.—

WENH	<i>wealth</i>
NINH	<i>ninth</i>
ERH	<i>earth</i>
CTROW	<i>growth</i>
CLOW	<i>clothe</i>
BRED+H	<i>breadth</i>
PHI+H	<i>fifth</i>
DEB+H	<i>depth</i>
WARM+H	<i>warmth</i>
SEFN+H	<i>seventh</i>
HEH+EN	<i>heathen</i>
PHAH+OM	<i>fathom</i>
RIH+M	<i>rhythm</i>

N is used for *l* or *n*. The Secondary Key is used for writing *l* or *n* only when necessary to write combinations of letters not on the Primary Keyboard. For instance, *hurl* would be written HURGH and never with RH, on the Secondary Key.

MEH+OD	<i>method</i>
TWEN+TIH	<i>twentieth</i>
SENH	<i>zenith</i>
SIMB+THI	<i>sympathy</i>

MIH+IKGH	<i>mythical</i>
CLOUR	<i>inclosure</i>

MARMBGH	<i>malleable</i>
B+NEH	<i>beneath</i>

PHOD^h *information* See paragraph 18.
PHOG *informing*

LEN^h *length* Omit *g* in *ngth*.
STREN^h *strength*

Write seven times.

stealth	receive	commonwealth	recognize	sheath
compulsion	death	materialize	anything	precisely
length	malleable	booth	comprise	moth
invoice	health	compensate	strength	mythical
breadth	nutrition	method	complicate	fourth
lath	path	compound	filth	something
complaint	tithe	earth	nothing	combination
growth	competent	inform	birth	invoice
circumscribe	zenith	masterpiece	pathetic	worth
broth	recollection	faith	something	information
transcript	swarthy	pliable	clothe	nothing
something	information	width	inclose	tooth
enclose	wrath	navigation	mirth	inform
enclosure	transcript	nimble	receipt	youth
compare	breadth	invoice	tenth	anything
lath	session	nothing	receipt	beneath
compulsion	fifth	compose	bath	inform
girth	sympathy	wreath	litigation	twelfth
resolution	depth	materialize	nothing	pathetic
ninth	precisely	fourth	receive	hath
informing	seventh	fathom	dearth	heathen
warmth	method	oath	invoice	hearth
rhythm	twentieth	competent	compose	receipt
henceforth	both	loathe	something	eighth
method	nothing	month	comprise	truth
complicate	anything	cloth	inclosure	wealth

70. Writing exercise.—

Write seven times.

<i>allegiance</i>	A+LEG+AN\$	<i>hickory</i>	HIK+RI
<i>administered</i>	AD+MIN\$+TERD	<i>comparison</i>	CPAR\$+ON
<i>annual</i>	AN+URM	<i>contemplating</i>	CTEM+PLATG
<i>annul</i>	A+NURM		

We have your instructions of the fourth to mail the fifth, seventh and tenth lessons of the new method on the eighth of this month.

Are you in the market for any cotton or woolen cloth?

He is in perfect health.

You stated in your letter of the ninth that you would not need the booth.

You did not specify the length of the planks you received.

He is a man of wealth.

This will be the tenth annual clothing sale.

The truth of the matter is, most of the dealers have nothing to offer this month.

You cannot see or hear anything beyond the eleventh or twelfth rows.

We have received no more information concerning the first invoice and will remit nothing until we have both for comparison.

He informed us that they enclosed a sample of fine kid.

If this does not have strength enough we can give you something heavier, but it will cost more money.

The strength of this cloth is greater than that of any of the old stocks.

The oath of allegiance was administered to all the young men contemplating entering the navy.

Dear Sir:

Complying with your request for samples of our automobile wheels, we are sending you by special delivery a sample of both of our makes. One is made of well seasoned, knot-free, white oak, and our better grade is made of kiln-dried, second-growth hickory.

We make only two grades of auto wheels, the difference being in the spokes. The second-growth hickory wheel has the greater strength, but we guarantee our oak spokes to be perfect in every respect, being turned from selected, quarter-sawed white oak with pronounced and uniform flake. They are ample in strength for the average car and are classy looking.

Please give both wheels a thorough test and let us hear from you.

Exercise for skill.—Practice the following exercise for skill while studying Section Four.

The time in which the entire exercise should be written is:

1 min. 40 sec. at completion of Step One, Section Four

1 min. 26 sec. at completion of Step Two, Section Four

1 min. 15 sec. at completion of Step Three, Section Four

1 min. 6 sec. at completion of Step Four, Section Four

1 min. 0 sec. at completion of Step Five, Section Four

As far as we can learn now, there is no other information out concerning their future plans.

Dear Sir:

Your letter will be in the open file until receipt of order on inclosed invoice and contract properly signed.

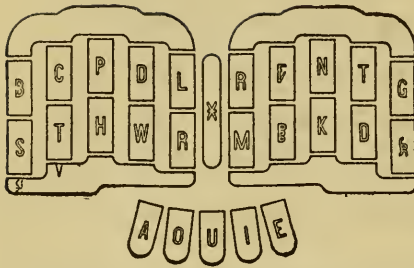
Dear Sir:

We note in your letter of last week something we do not understand. You mentioned some old papers, but said nothing more about them.

Do they have anything to do with the deed to your uncle's farm? If so, please inform us as to when we received them, and we will see if they are in any of our files here.

SECTION FOUR

Step One



Strike *J* and *V* with the *S* and *T* fingers.

71. Word signs.—

V	<i>have, very</i>
SEN	<i>gentlemen</i>
INK	<i>inquire, inquiry, incorporate (enquire, enquiry)</i>
REF	<i>refer</i>

72. Word practice.—

SMITH	<i>Smith</i>
SNAP	<i>snap</i>
SMOOTH	<i>smooth</i>
GIN	<i>gin</i>
GERMAN	<i>German</i>
SEN+U+IN	<i>genuine</i>
VAR+U	<i>value</i>
VAR+IS	<i>varies</i>
VER+PHI	<i>verify</i>
CLASS+PHIKDS	<i>classification</i>

JUDG+MENT	<i>judgment</i>
REFS+ENS	<i>reverence</i>
REFNS	<i>reference</i>

J is written for *j* when it is the only initial consonant key in the stroke and for *s* when in the same stroke with *m* or *n*. It is primarily a *j* and the *s* is added so that *sm* or *sn* can be written in the same stroke. If *s* is required alone or in any combination except *sm* or *sn*, the *S* in the primary group should be used.

See paragraph 18.)

CTRAȦT	<i>gravity</i>
PUB+LIȦ+T	<i>publicity</i>
VARMD+T	<i>validity</i>
PHORM+ARMT	<i>formality</i>
DUR+BIRMT	<i>durability</i>
PROȦ+BIRMT	<i>probability</i>
HU+MANT	<i>humanity</i>
U+TIRMT	<i>utility</i>
LO+CARMT	<i>locality</i>
SCURT	<i>security</i>
CWANT	<i>quantity</i>
OPȦ+TUNT	<i>opportunity</i>
STOR+IȦ	<i>stories</i>
STENȦ+IGȦ	<i>stealthily</i>
SHUR+TI	<i>surety</i>

Write -T for *ity* in words of more than two syllables.

Words ending in *ry* preceded by a vowel.—When such words contain *more than two syllables*, and the vowel preceding the *ry* is strong and prominent, as *a* in *library*, the vowel is written and the *y* is dropped; LI+BRAR. When the vowel is weak and slighted in the pronunciation, as *a* in *summary*, the vowel is dropped and the *y* is written; SUM+RI.

LITȦ+AR	<i>literary</i>	<i>a</i> is strong.
VIDȦ+AR	<i>visionary</i>	<i>a</i> is weak.
SARM+RI	<i>salary</i>	<i>e</i> is strong.
BOUN+DR I	<i>boundary</i>	<i>e</i> is weak.
CEM+TER	<i>cemetery</i>	<i>o</i> is strong.
MONȦ+TER	<i>monastery</i>	<i>o</i> is weak.
SLIȦ+RI	<i>slippery</i>	<i>o</i> is strong.
CERM+RI	<i>celery</i>	<i>o</i> is weak.
OR+TOR	<i>oratory</i>	
PROMȦ+OR	<i>promissory</i>	
PHAK+TRI	<i>factory</i>	
MEM+RI	<i>memory</i>	
CEN+TUR	<i>century</i>	
PER+ȦUR	<i>perjury</i>	

In words ending *-ury*, the *u* is always written and the *y* dropped.

Write seven times.

Smith	value	year	small	yard
judge	yield	sneer	vice	jug
voice	maturity	jump	volts	joint
have	vote	join	smart	very
smear	inquiry	snore	juice	snap
view	growth	tenth	health	gentle
smooth	gin	dairy	germ	surety
ginger	mental	genuine	treaty	George
hurry	German	flattery	jobbing	hearty
inquire	vapor	refer	healthy	void
duty	pity	city	sorry	party
worry	brevity	stories	gravity	varies
quantity	berries	incorporate	quality	rainy
purity	contrary	stealthily	verify	specification
verification	gentlemen	classification	avoid	sneeze
locality	legality	formality	nationality	principality
reference	neutrality	vitality	quality	ability
probability	durability	facility	humanity	prosperity
judgment	majority	minority	security	purity
maturity	gravity	brevity	guaranty	warranty
refer	quantity	opportunity	activity	stability
discovery	category	quandary	history	literary
rectory	inventory	gallery	temporary	celery
cemetery	delivery	military	victory	voluntary
slippery	secondary	boundary	arbitrary	tributary
directory	anniversary	visionary	embroidery	contradictory

73. Writing exercise.—

Write seven times.

Have you inquired about their stability?

The yield of ginger root is very large and quite valuable.

The quantity produced in my locality is the greatest in many seasons.

Have you received their inquiry with reference to the incorporation?

She has a very smooth voice.

They have an opportunity to market a large quantity of grape juice packed in jugs.

They did not deny the legality of the incorporation, but said that as a matter of formality they wanted to be certain that it had been approved by the directors.

Have you the right to act in behalf of the incorporation?

He made the inquiry for the purpose of verifying the name of the surety.

The vote for supreme judge was very small.

Gentlemen:

We are very sorry we cannot entertain your plan to market the grape crop this summer through brokers. The yield will not be very large, but the quality will naturally be far superior to anything to be found in your markets.

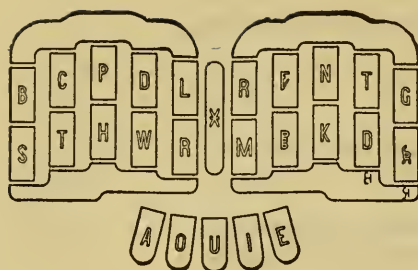
There is something about the grapes this season that leads us to believe they will produce a very smooth, yet snappy, wine.

Because of the scarcity of imported goods, we are of the opinion that choice domestic wines will sell at a premium the coming season. For that reason we intend to convert our entire crop ourselves and book it with the jobbers for spring delivery.

We thank you for your inquiry.

SECTION FOUR

Step Two



Use the -D and ʒ fingers for ʒ and ʒ.

74. Word signs.—

ʒ	<i>shall</i>
Uʒ	<i>usual</i>
ʒ	<i>much</i>

75. Word practice.—

MAʒ	<i>match</i>
HAAʒ+ET	<i>hatchet</i>
NEʒʒ	<i>neither</i>
PHAʒʒ	<i>father</i>
PANʒʒ	<i>panther</i>
TEʒʒ	<i>teacher</i>
BUEʒʒ	<i>butcher</i>
PUNʒʒ	<i>puncher</i>
WASʒ+ER	<i>washer</i>
WRENʒʒ	<i>wrenches</i>
BENʒʒ	<i>benches</i>
LAʒʒ	<i>laths</i>
SPINʒ	<i>spinach</i>
BABʒ+Iʒ	<i>babyish</i>
YERM+OISʒ	<i>yellowish</i>

The *t* before *ch* is silent and dropped.

Use ʒ for final *r* after ʒ or ʒ and in the same stroke.

SCWENʒ	<i>squelch</i>
AN+CTWISʒ	<i>anguish</i>
PUNʒʒ	<i>punish</i>
SERMEʒ+ISʒ	<i>selfish</i>
E+STABʒ+LISʒ	<i>establish</i>
PLEʒ+UR	<i>pleasure</i>
EM+BENʒʒ	<i>embellish</i>
DISʒ+ʒ	<i>dishes</i>

BAŞ+PHURM	<i>bashful</i>	POŞ+BLI	<i>possibly</i>
CARFGŞ	<i>careful</i>	INTŞ+STAT	<i>interstate</i>
TES+PHI	<i>testify</i>	SIMB+THI	<i>sympathy</i>
THR+PHOR	<i>therefore</i>	N+TRA+STAT	<i>intrastate</i>
CTRA+DIKT	<i>contradict</i>	INTŞ+URB+AN	<i>interurban</i>
COUNTŞ+SIN	<i>countersign</i>	C+MENS+MENT	<i>commencement</i>
PROFT+AFGŞ	<i>profitable</i>	SUBGŞ+MENT	<i>supplement</i>
LEG+IBGŞ	<i>legible</i>	AR+CTUMNT	<i>argument</i>
ERM+ŞIBGŞ	<i>eligible</i>	PAMNT	<i>payment</i>
RES+ON+BLI	<i>reasonably</i>	MOMNT	<i>moment</i>
PROB+BLI	<i>probably</i>	N+TRO+DUŞ	<i>introduce</i>

BRI 𐀀Ş *british*

Write 𐀀 for *t* whenever *t* is required in the same stroke with some other letter on the right lower secondary key.

Write seven times.

each	ash	interstate	probably	leather
brush	legible	rush	reach	push
careful	interurban	preach	payment	teach
contradict	coach	hush	spinach	bush
introduce	marsh	broach	harsh	approach
boyish	attach	babyish	leech	yellowish
speech	radish	engagement	wish	rich
anguish	belch	peevish	squelch	lawful
filch	convertible	ranch	British	branch
nourish	bench	flourish	eligible	Irish
argument	interwoven	French	perish	trench
cherish	wrench	farther	moment	punish
neither	furnish	launch	varnish	bunch
tarnish	lunch	garnish	punch	admonish
butcher	diminish	washer	finish	march
vanish	starch	blemish	perch	foolish
laths	polish	torch	English	porch
relish	church	establish	batch	favorable

match	father	patch	fish	snatch
selfish	ratchet	Jewish	stretch	childish
ditch	radish	pitch	dish	stitch
rubbish	Scotch	fresh	notch	mesh
much	flesh	crutch	wash	couch
squash	touch	quash	such	sash
puncher	usual	shall	panther	treasure
measure	heretofore	pleasure	wrenches	fisher
myths	hatchet	flash	azure	dash
usury	incorporation	baths	casual	bluish
commencement	purify	transfer	countersign	therefore
reasonably	beautiful	profitable	cheerful	testify
intrastate	supplement	teacher	benches	other

76. Writing exercise.—

Write seven times.

We shall need the stock in a few days.

Have you the usual quantity on hand?

How much do you think you should have?

We shall need as much as you can send us.

We are usually well supplied with the size you use.

We desire quotations on wrought iron monkey wrenches and various bench tools.

We hope our prices on varnish will be favorably considered.

We will thank you for quotations on various makes of watches.

By reason of the present price of raw material, we can ship these goods for cash only.

Gentlemen:

We have acquired the stock of a bankrupt concern and, inasmuch as it contained several items for which you are constantly in the market, are writing to inquire if you can meet the writer at the American Hotel some time during the latter part of this week.

The stock comprises hatchets, wrenches, work benches, pinch bars, brushes, and green, red, blue and yellow Japan varnishes. All of these items are in perfect condition and can be bought at a reasonably low price.

If this appeals to you, will you set the hour for an engagement?

Gentlemen:

We are sorry not to be able to quote you on soft coal for early fall use.

There is a strike at most of our mines at this time and we are behind with all our orders this season. The trouble is about to be settled, and as soon as work is fully resumed we shall be able to take care of you promptly.

If you are in this city within the coming month, please call on us. We should like to book you for your winter needs. The rush will be over then and we can deliver promptly.

SECTION FOUR

Step Three

77. Word practice.—

BSAMN	<i>examine</i>
BSTRA	<i>extra</i>
BSED	<i>exceed</i>
BSCHANG	<i>exchange</i>
BSERDŕ	<i>exertion</i>
BSPERNŕ	<i>experience</i>
BSTENDŕ	<i>extension</i>

Always write BS for ex- at the beginning of a word.

BSAGŕ+AT	<i>exaggerate</i>
BSAUŕ+TİŦ	<i>exhaustive</i>
BSCUT	<i>execute</i>
BSTENŕ+İŦ	<i>extensive</i>

BOKŕ	<i>box</i>
SUŦKŕ	<i>suffix</i>
PREŦKŕ	<i>prefix</i>
SPHINKŕ	<i>sphinx</i>

Final x, having the sound of ks, is written Kŕ.

NEKŕ	<i>next</i>
TEKŕ	<i>text</i>
TEKŕ+TUR	<i>texture</i>

Final t is dropped after the sound of s in x.

N+DREKTGŕ	<i>indirectly</i>
İND+PEND+ENT	<i>independent</i>
UND+NİŦGŕ	<i>undeniable</i>
CEŕ+LEŕ	<i>ceaseless</i>
PHAİRNŕ	<i>fairness</i>
E+PHİŕ+ENT	<i>efficient</i>
E+PHİŕ+ENŕ+İ	<i>efficiency</i>
PHOR+CTİŦ	<i>forgive</i>
A+PORMG	<i>apology</i>

These illustrations show how words with similar beginnings and endings are written. Study and practice them carefully.

GİRK+STANŕ	<i>circumstance</i>
------------	---------------------

Being a frequently recurring word it is unnecessary to write the um.

IND+STRUKT+IĒGŖ	<i>indestructible</i>	BI+ORMG	<i>biology</i>
UND+VID+D	<i>undivided</i>	SO+ORMG	<i>zoology</i>
PHER+LEŖ	<i>fearless</i>	INTŖ+PHER	<i>interfere</i>
N+SORMŦ+ENŖ+I	<i>insolvency</i>	INTŖ+CEĖT	<i>intercept</i>
AG+ENŖ+I	<i>agency</i>	REK+LEŖ	<i>reckless</i>
PHOR+ĒŦ	<i>forever</i>	WORM+LEŖ	<i>worthless</i>

Write seven times.

exact	somebody	expanding	fearless	explain
circumstance	extra	upon	example	file
examine	inclose	exchange	invoice	excuse
index	expression	inquiry	expense	usual
express	worthless	exertion	intercept	expensive
needless	examining	context	exhibit	receipt
explore	inform	extreme	anything	except
complex	expiration	incorporate	examination	much
exclude	whether	expose	which	explanation
reply	extent	tendency	exhaustive	careless
exist	prefix	explosion	links	execute
receive	extravagant	gone	exaggerate	nothing
excursion	something	expert	inquire	extensive
shall	excel	until	extension	insolvency
exceed	reckless	experience	agency	exit
independent	expect	indicate	execution	indirectly
wax	indestructible	flax	undivided	flexible
undeniable	convex	appearance	box	preference
mix	assistance	fairness	flux	weakness
books	efficient	active	efficiency	relative
activity	unrestricted	motive	careless	forgive
ceaseless	forever	mixture	apology	next
ducks	biology	trucks	zoology	clocks
chronology	docks	climax	interfere	borax

78. Writing exercise.—

Write five times.

I know he will send something to somebody.

How many have you and how much do you ask for them?

Please state whether or not you were there when the inquiry was received and filed.

He inquired if you inclosed the invoice and upon what date.

I cannot inform you of anything until I am in receipt of that letter.

As usual, they incorporated nothing in their reply.

I shall be very much pleased to know where you go this summer.

They have gone but I do not know in which direction.

Please examine the examples submitted and let us have an expression from you before the expiration of this month.

Nothing was said by way of explanation of the examination.

The ceaseless buying of exchange is too expensive.

Gentlemen:

Will you please inform us as to the usual tax rate on real property in your city? Please give both the state and city taxes.

Some of us expect to be in your city within the next few days to examine the freight and power conditions now existing.

Before moving our plant, we would want to send our experts to examine all the conditions relative to land and water shipping facilities, especially your docks.

SECTION FOUR

Step Four

NAMES OF PERSONS

79. The National Alphabet. — In writing letters of the alphabet singly, use the following table:

A	A
B	B
C	C
-D	D
E	E
F	F
-G	G
H	H
I	I
J	J
-K	K
L	L
-M	M
-N	N
O	O
P	P
CW	Q
-R	R
S	S
-T	T
U	U
V	V
W	W
K&	X
Y	Y
&	Z

In making use of the alphabet, use only the representations given. For instance, in spelling out words containing *D*, *M*, *N*, *R*, *T*, etc., where the letters occur among both the initial and final consonants, always use the ones on the final side of the keyboard and never those in the initial group. This is to avoid conflicts, and to equalize the work of the hands in spelling out words letter by letter, there being eleven consonants written by use of the initial group and ten with the final group.

Practice writing the alphabet until it can be written accurately and rapidly.

80. Names of persons.—Names of persons, though pronounced alike, are frequently spelled differently, as *Green, Greene; Smith, Smithe; Read, Reed*. Names vary so much in their spelling that it is often necessary to give the proper spelling in the notes. This is accomplished by use of the National alphabet, the name being spelled out one letter at a stroke, as *Johnstone*, ♪+O+H+N+S+T+O+N+E.

Write a period after each initial and after each word in the name if it is spelled out letter by letter. *C. P. Krieger*, C+∇NTG+P+∇NTG+K+R+I+E+G+E+R+∇NTG.

It is not necessary to spell out a proper name every time it occurs in the same dictation; spelling it out the first time will be sufficient. If a name is once spelled out in the dictation or if it is a familiar name or one in which it is not necessary to show the spelling, it may be written as other words, except it must be written more fully, syllable by syllable. *Forester*, PHOR+Eŕ+TER.

81. Word practice.—

<i>F. W. Appel</i>	∇+∇NTG+W+∇NTG+A+P+P+E+L+∇NTG
<i>W. C. Buehler</i>	W+∇NTG+C+∇NTG+B+U+E+H+L+E+R+∇NTG
<i>L. M. Cooke</i>	L+∇NTG+M+∇NTG+C+O+O+K+E+∇NTG
<i>Mae Eyermann</i>	M+A+E+∇NTG+E+Y+E+R+M+A+N+N+∇NTG

<i>Appel</i>	AB+ERM
<i>Buehler</i>	BERM+ER
<i>Cooke</i>	COEK
<i>Eyermann</i>	IR+MAN
<i>Flynn</i>	PHLIN
<i>Gannon</i>	CTAN+ON
<i>Garfield</i>	CTAR+PHERMD
<i>Harrison</i>	HAR+Iŕ+ON
<i>Stevens</i>	STEF+ENŕ
<i>Jackson</i>	♪AK+SON
<i>Krause</i>	CRAUŕ

As context does not aid in the reading of proper names, they must be written fully, without the use of the usual abbreviating principles.

<i>McCauley</i>	MAK+CAU+L I
<i>Newcomb</i>	NU+COM
<i>Peterson</i>	PET+ER+SON
<i>Quaker</i>	CWAK+ER
<i>Richardson</i>	RIE+ARD+SON
<i>Schmidt</i>	SMIT

Spaulding SPAURMD+ING **Note that *ing* is written out.**

Write the following exercises twice, spelling out each name letter by letter; then write each exercise three times in the usual way.

Williams	Hughes	Stiffel	Powers	Morton
Miller	Adams	Henderson	Jones	Gregory
Steinberg	Reade	Powell	Peterson	Robertson
Musick	Farrish	Nichols	Gillette	Niederlander

L. H. Wagner	Theodore Thomas	V. L. Boisaubin
Henry T. Ulmann	C. D. Bolin	Charles X. Vogel
E. K. Ludington	William Zeltmann	E. H. Angert
John F. Yeager	Aug. H. Striegel	F. X. Haid

82. Standard abbreviations.—It is possible to write standard abbreviations on the National in their exact form or with very slight changes.

Learn the following list and practice them on the machine.

M-R	<i>Mr.</i>	Do not use a period after standard abbreviations written on the National.
M-R&	<i>Mrs.</i>	
ME&	<i>Messrs.</i>	
DR	<i>Doctor</i>	
PROF	<i>Professor</i>	
PRIN	<i>Principal</i>	
CTOF	<i>Governor</i>	
HON	<i>Honorable</i>	
REF	<i>Reverend</i>	
J-R	<i>Junior</i>	
SR	<i>Senior</i>	

83. Writing exercise.—

Write five times, spelling out the proper names the first time only.

Dr. J. F. Duff,

Dear Doctor:

Mrs. Louise Drummond,

Dear Madam:

Prof. John A. Bauer,

Prin. City High School,

Dear Prof. Bauer:

Hon. George A. Gillis

Gov. E. C. Bennett

Rev. Benjamin A. Lear

Mr. Frederick Hahn, Jr.

Mr. R. H. Cross, Sr.

SECTION FOUR

Step Five

NAMES OF FIRMS

84. Names of Firms.—The same rules used in writing names of persons apply to names of concerns.

85. Standard abbreviations.—

PRE ~~S~~	<i>President</i>
SEK	<i>Secretary</i>
TRE ~~S~~	<i>Treasurer</i>
MG ~~S~~	<i>Manager</i>
SU ~~B~~ T	<i>Superintendent</i>
GEN	<i>General, general</i>
AD	<i>advertise</i>
AG	<i>agent</i>
BU ~~S~~	<i>business</i>
BRO	<i>brother</i>
COR	<i>correspond</i>
DE ~~P~~ T	<i>department</i>
NATG ~~S~~	<i>national</i>

T	<i>The</i>
CO	<i>company</i>
R-R	<i>railroad</i>
RI (Ry)	<i>railway</i>

Always write initial **T** for *The*
at the beginning of firm names.

86. Writing exercise.—*Write three times.*

ADG	<i>advertising</i>
CORN $\mathfrak{z}$	<i>correspondence</i>
CORG	<i>corresponding</i>
GEN+MG $\mathfrak{z}$	<i>General Manager</i>
ADG+MG $\mathfrak{z}$	<i>Advertising Manager</i>
BU $\mathfrak{z}$ +AG	<i>Business Agent</i>

Chas. Saks & Co.	CHA $\mathfrak{z}$ +SAK $\mathfrak{z}$ +AN+CO
United Railway Co.	UN+ITD+RI+CO
The Universal Motor Co.	T+UN+VER $\mathfrak{z}$ +ARM+MOT+OR+CO
Warren, Jones & Gratz	WAR+EN+YON $\mathfrak{z}$ +AN+CTRAT $\mathfrak{z}$
H. & L. Chase Bag Co.	H+ENTG+AN+L+ENTG+CHA $\mathfrak{z}$ + BAG+CO
Clark Dyeing and Cleaning Co.	CLARK+DI+ING+AN+CLEN+ING+ CO
Rutledge and Kilpatrick	RUT+LEDG+AN+CIRM+PA+TRIK
N. M. Conway & Sons	N+ENTG+M+ENTG+CON+WA+AN+ SON $\mathfrak{z}$
Gimbel Brothers	CTIM+BERM+BRO $\mathfrak{z}$
George W. White & Sons Co.	YORG+W+ENTG+HWIT+AN+SON $\mathfrak{z}$ + CO
B. G. Sullivan & Brother	B+ENTG+G+ENTG+SURM+I+VAN+ AN+BRO
Steinway & Son	STIN+WA+AN+SON
J. B. Ziegfried & Sons, Inc.	Y+ENTG+B+ENTG+SIG+PHRED+ AN+SON $\mathfrak{z}$ +INK
Auto Supply, Inc.	AUT+O+SU+PLI+INK

Write the following five times, spelling out the proper names the first time and writing in the regular way afterwards.

A. Leschen & Sons Rope Co.	Union Typewriter Exchange
Baker, Potts, Barker & Garwood	The Inland Navigation Co., Inc.
B. & D. Club	Thomas McHenry & Son
George W. Fisher & Sons	Armstrong and Armstrong
Central Wire & Iron Works	Bagnell Timber Co.

Webb & Webb
Becker Realty Co.

Mr. Warren C. Flynn, Pres.,
Fidelity & Deposit Co.

Mr. H. R. Ellison, Gen. Mgr.,
Independent Ice & Coal Co.

Mr. A. B. Ewing, Jr., Supt.,
Superior Supply Co.

Mr. F. T. French, Gen. Agt.,
National Life Insurance Co.

Mr. Harry E. Black, Adv. Mgr.,
William Winter & Sons Co.

E. G. Boeckeler & Brother
Kelly & Jones Co.

Mr. H. M. Blossom, Bus. Mgr.,
Aerial Navigation.

W. T. Campbell, Cor. Sec.,
National Auto League.

George D. Capon, Treasurer,
Ludwig Piano Co.

H. H. Hayward,
c-o Traffic Department,
C. & A. Ry. Co.

Mr. E. W. Mangson, Pres.,
B. & M. R. R. Co.

Dear Sir:

The National Railroad Company, formerly the Consolidated Railway Company, has bought the business of the General Advertising Corporation, which was taking care of the work of the Consolidated before the receiver's sale as well as acting as its agent in other capacities.

The correspondence in connection with this work is large enough to warrant our creating a special position of Manager and Superintendent. The department thus created will be the General Advertising Department, and the new position will be held by Mr. Smith, former President of the General Advertising Company. Mr. Smith's secretary and treasurer, Mr. Jones, will embark in an entirely new field.

You will, therefore, direct your advertising correspondence of any nature with this Company to the attention of Mr. Smith.

This is for your information.

Exercise for skill.—Practice the following exercise for skill while studying Section Five. It contains 200 words.

The time in which the entire exercise should be written is:

3 min. 20 sec. at completion of Step One, Section Five

2 min. 52 sec. at completion of Step Two, Section Five

2 min. 30 sec. at completion of Step Three, Section Five

2 min. 12 sec. at completion of Step Four, Section Five

2 min. 0 sec. at completion of Step Five, Section Five

He drew a large salary for his literary and oratory works.
This celery grew in small quantities in the cemetery back of the factory.
The Superintendent calls it The New Century Watch.
They will elect him as Secretary and Treasurer of the new box factory.
The meeting was attended by Mrs. Mary Crane, Dr. John Smith, Prof. Harry Jones, Principal of the High School, Gov. Frank Short, Hon. James Baker, Rev. Chas. Brooks and Mr. Howard Bartlett, Sr. All the urgent matters were taken up and disposed of promptly.

Messrs. Wm. Young & Sons, Inc.,
City.

Gentlemen:

This is to inform you that this road has changed its name from The Midland Valley Railroad Company to The Central Railway Company.

Mr. George French, Jr., Pres.,
John Block & Brother, Inc.
City.

Dear Sir:

The advertising department of the First National Bank has made the usual inquiry with reference to a Christmas card for this year. We should like very much to secure this business, and shall be prepared to make very low prices.

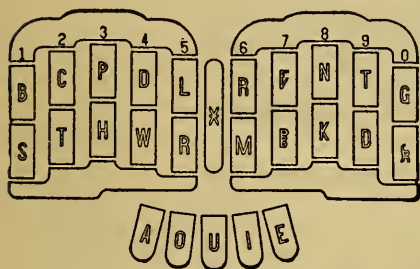
Our general manager has been corresponding with them and has referred them to you as our agent. Please inquire as to their needs and write us promptly.

SECTION FIVE

Step One

FIGURES

87. Figures.—Figures are obtained by use of the upper Secondary Keys. The Secondary Keys are struck in conjunction with the upper row of primary keys.



As the figures are always written on a line by themselves, no other keys are struck at the same time, and the fingers and thumbs may move forward slightly to reach the upper Secondary Keys.

88. Accuracy.—Writing figures on the National is so simple and easy that frequently too little attention is paid to accuracy. Figures form such an important part of dictation that a single misstruck key may involve immense losses and serious consequences. It is important therefore that the most thorough practice be devoted to all exercises involving figures. A word wrongly written in a sentence is often detected by the meaning, but there is seldom anything in the context to indicate that the wrong figure has been written. Much stress must be placed on absolute accuracy in writing figures.

89. Figure drill.—The following exercise has been arranged in ten columns containing ten figures each. The complete mastery of this exercise will

lay the foundation for rapid and accurate figure writing.

Practice the first column until it can be written almost as rapidly as a person can count easily and distinctly. Then practice the second column in the same manner; then the two columns together. In this manner practice each column until it can be written easily, rapidly and accurately and then practice it with the preceding columns until the entire exercise can be written in about forty seconds.

The figure practice must be with absolute accuracy. Do not look at the keyboard, but say each figure to yourself as you write it. Do not punctuate between the numbers. This is simply a figure practice exercise for training the mind and fingers.

When both figures can be written at one stroke, do so.

Check back the notes every few minutes to see that you are writing *perfectly*.

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	

90. Second figure drill.—Learn to write this exercise at a fairly high rate of speed, say, as rapidly as it can be dictated easily and enunciated clearly. Do not space between the numbers. Compare often the notes with the copy to ascertain if you are writing with *absolute accuracy*.

96	24	71	54	37	84	12	75	58	25
88	16	79	46	45	76	11	83	50	33

72	15	87	38	53	69	19	91	42	51
80	23	95	30	61	60	27	99	34	49
64	31	94	22	69	52	35	98	26	57
56	39	86	14	77	44	52	90	36	17

91. Writing figures as words.—At the option of the operator, figures from *one* to *ten*, when used separately, may be written out as words. *One, two, three, WON, TO, THRE.*

92. Plural of figures.—The plural of figures is denoted in the following manner:

From one to ten, written out as words.

Above ten, denoted by following the figures with initial S.

THRE $\mathfrak{H}$	<i>threes</i>
SIK $\mathfrak{H}$ + $\mathfrak{H}$	<i>sixes</i>
TEN $\mathfrak{H}$	<i>tens</i>
SE $\mathfrak{V}$ N $\mathfrak{H}$	<i>sevens</i>
3+2+S	<i>thirty-twos</i>
40+S	<i>forties</i>
25+S	<i>twenty-fives</i>
17+S	<i>17s</i>
20+S	<i>20s</i>
50+S	<i>50's</i>

93. Third figure practice.—

Write seven times.

one	seven	nine	five	ten
six	three	eight	four	two
twos	fours	nines	sixes	ones
threes	eights	fives	sevens	tens
3s	32s	18s	4s	16s
22's	2's	9's	33's	64's

SECTION FIVE

Step Two

GEOGRAPHICAL NAMES

94. Standard abbreviations.—

ST	<i>street</i>
AV	<i>avenue</i>
COR	<i>corner</i>
CO	<i>county</i>
TER	<i>territory</i>

95. States and Territories.—The standard abbreviations are used in writing the States and Territories of the United States. Practice them until they can be written rapidly and easily.

ARM	<i>Alabama</i>	CAN\$	<i>Kansas</i>
A+LA\$	<i>Alaska</i>	CEN	<i>Kentucky</i>
AR	<i>Arizona</i>	LA	<i>Louisiana</i>
ARK	<i>Arkansas</i>	ME	<i>Maine</i>
CARM	<i>California</i>	MD	<i>Maryland</i>
CORM	<i>Colorado</i>	MA\$	<i>Massachusetts</i>
CON	<i>Connecticut</i>	MID	<i>Michigan</i>
DERM	<i>Delaware</i>	MIN	<i>Minnesota</i>
D+C	<i>Dist. of Col.</i>	MIS	<i>Mississippi</i>
PHLA	<i>Florida</i>	MO	<i>Missouri</i>
CTA	<i>Georgia</i>	MONT	<i>Montana</i>
ID	<i>Idaho</i>	NE\$	<i>Nebraska</i>
IRM	<i>Illinois</i>	NEV	<i>Nevada</i>
IND	<i>Indiana</i>	N+H	<i>New Hampshire</i>
I	<i>Iowa</i>	N+\$	<i>New Jersey</i>

N+MEK $\S$	<i>New Mexico</i>	TEK $\S$	<i>Texas</i>
N+Y	<i>New York</i>	UT	<i>Utah</i>
N+C	<i>North Carolina</i>	VT	<i>Vermont</i>
N+D	<i>North Dakota</i>	VA	<i>Virginia</i>
O	<i>Ohio</i>	WAS $\S$	<i>Washington</i>
OK	<i>Oklahoma</i>	W+VA	<i>West Virginia</i>
OR	<i>Oregon</i>	WI $\S$	<i>Wisconsin</i>
PA	<i>Pennsylvania</i>	WI	<i>Wyoming</i>
R+I	<i>Rhode Island</i>	U+S	<i>United States</i>
S+C	<i>South Carolina</i>	U+S+A	<i>United States of</i>
S+D	<i>South Dakota</i>		<i>America</i>
TEN	<i>Tennessee</i>		

Practice the following list of abbreviations for cities.

BARMT	<i>Baltimore</i>	CHI	<i>Chicago</i>
PHIRM	<i>Philadelphia</i>	N+Y	<i>New York</i>
CIN	<i>Cincinnati</i>	WAS $\S$	<i>Washington</i>

96. Writing exercise.—

Write five times.

Mr. Frank C. Baker,
28 First Street,
Birmingham, Ala.

Mrs. I. W. Davis,
63 Broad Street,
Phoenix, Ariz.

F. G. Crawford & Co.,
32 Taylor Avenue.
Boise, Idaho.

Standard Moving Co.
Waterloo, Iowa.

Miss Mary J. Lee,
Care United Glass Co.,
Cor. Franklin Av. & Fifth St.,
Tulsa, Okla.

Mrs. J. A. Gerhard,
Klondike,
Klondike County,
Alaska Ter.

The Glover Lumber Co.,
Portland, Ore.

Baltimore, Md.

Philadelphia, Pa.

Cincinnati, Ohio.

Chicago, Ill.

New York, N. Y.

Washington, D. C.

Miss Mary E. Duxbury,
Office.

Dear Miss Duxbury:

We have your resignation as head of our mailing division. We regret very much to lose your valued services but are glad that you will profit by the change.

Miss Florence Durham has been appointed to succeed you. Please begin at once to instruct her in the work.

Miss Florence Durham,
Office.

Dear Miss Durham:

Miss Duxbury, head of our mailing division, has resigned to accept a better position, and we are appointing you to succeed her.

This is in appreciation of your loyal and faithful service in the past, and will carry with it a decided increase in salary.

Please report to Miss Duxbury at once for instructions.

Messrs. Jones & Davis,
City.

Dear Sirs:

Somebody telephoned me this morning that you have calls every few days for residence property in the down-town section.

I have several choice lots well located which I will sell at a low price.

Please bear this in mind.

SECTION FIVE

Step Three

FIGURES (Continued)

97. Word signs.—

NO	<i>number or %</i>
PHIG	<i>figure</i>
H	<i>hundred</i>
-T	<i>thousand</i>
-M	<i>million</i>

98. Numbers above 99.—In writing numbers above 99, write them exactly as dictated. If the words, *hundred, thousand, etc.*, are dictated, write them; if not, omit them. Make the notes conform to the exact wording of the dictation. The following examples illustrate the method of writing numbers dictated in various ways. Note that as many figures as possible are written in each stroke.

Dictated	Written
<i>Three hundred and five</i>	3+H+5

And is always omitted in writing figures.

<i>Two hundred and thirty-six</i>	2+H+36
<i>One twenty-three</i>	123
<i>Four sixty-seven</i>	467
<i>Three forty-five</i>	3+45
<i>Six seventy-eight</i>	6+78

In writing numbers containing the sequence 345 or 678, make an extra stroke instead of bringing over the ring finger to strike the 3 or 8. The ring finger must never leave its row of keys—not even to save a stroke.

Three thousand, seven hundred and ninety-five 3+—T+7+H+9+5

Never write the abbreviation for *hundred, thousand, dollars, etc.*, in the same stroke with a figure.

Sixteen thousand and sixteen 16+—T+16
One thousand and one 1+—T+1
Thirty-four million, six hundred and fifty-four thousand, six hundred and seventy-eight 34+—M+6+H+5+4+—T+6+H+78
No. eighty-four fifty-seven NO+8+4+57+49
forty-nine
No. twelve sixty-seven NO+1267

C. R. I. & P. car, five two three C+ƒNTG+R+ƒNTG+I+ƒNTG+AN+
P+ƒNTG+CAR+5+23

99. Number practice.—Practice the following exercise in two ways,—first, as though dictated 1 0 1, 3 0 4, 5 2 3, etc.; second, as though dictated one hundred one, three hundred four, five hundred twenty-three.

In writing a series of numbers, use a comma to separate them. Nos. 101, 304, 523; NOƒ+10+1+ƒKDS+30+4+ƒKDS+5+23

101	304	523	367	469	236	345
936	765	436	277	150	507	199
650	672	981	846	483	934	347

Practice the following as dictated: three thousand, seven hundred and fifty-nine, etc.

3,759	8,546	87,937	23,233	504,857	75,000,948
6,879	6,342	76,569	84,345	456,567	34,654,678

Practice the following as dictated: Number nine, forty-eight, fifty-seven, etc.

No. 7585	No. 23456	No. 94857
No. 8475	No. 27364	No. 28374

No. 7465	No. 87564	No. 485749
No. 2374	No. 47364	No. 374852
Fig. 27	Fig. 73	Fig. 49
Fig. 84	Fig. 6	Fig. 164
		Fig. 293
		Fig. 497

100. Writing exercise.—

E. C. Jones & Son,
302 Main Street,
Cleveland, Ohio.

Gentlemen:

Please ship us by freight over the Big Four Railroad
300 No. 378 Crucible Steel Shovels as shown in Fig.
36, page 92 of your catalogue No. 53.

National Grocery Co.,
Cincinnati, Ohio.

Gentlemen:

Please enter our order for a car of canned goods
for prompt shipment according to these specifications:

65 cases Ideal Sugar Corn
183 cases Star Vienna Sausage
16 cases Star Lunch Tongue
280 cases Star Corned Beef
17 cases No. 43 Velvet Brand Tomatoes
62 tins Columbia River Salmon
30 cartons Wheat Biscuit

Dear Sir:

Please quote for prompt delivery lowest price on

6 gross # 893 cast iron screen door hinges
100 pairs pressed steel ball bearing butts, brass plated
25 gross cast brass drawer pulls # 694A, dull finish
83 sets mortise locks, brass finished as on our
previous order # 6539.

SECTION FIVE

Step Four

MONEY

101. Standard abbreviations.—

C	<i>cent, cents</i>
-D	<i>dollar, dollars</i>
MO	<i>money order</i>
PO	<i>post office</i>
P- ~~B~~	<i>parcel post</i>
BL	<i>bill of lading</i>
BSL	<i>bills of lading</i>
DA	<i>draft attached</i>
COD	<i>cash on delivery</i>
PHOB	<i>free on board</i>
CR	<i>credit</i>
BARM	<i>balance</i>
DIS	<i>discount</i>
PER ~~s~~	<i>per cent</i>
AKT	<i>account</i>
AMT	<i>amount</i>
VORM	<i>volume</i>
PHORM	<i>follow</i>
CASH	<i>cashier</i>
PUR	<i>purchase</i>
INT	<i>interest</i>

102. Money.—In the use of figures and dollars and cents in writing money, follow the general rule for writing figures; write exactly as dictated. Study carefully the following illustrations.

Sixty-three cents

6+3+C

Nine dollars and sixty-seven cents

9+D+67+C

And is omitted.

<i>Eighteen hundred and three dollars and forty-one cents</i>	18+H+3+D+4+1+C
<i>Three thousand dollars</i>	3+—TD
<i>Six hundred thousand dollars</i>	6+H—TD
<i>Two hundred million dollars</i>	2+H—MD
<i>Five hundred and eighty-nine thousand, nine hundred and fifty-seven dollars and twelve cents</i>	5+H+89+—T+9+H+57+D+12+C

103. Indicating dollars and cents with decimal point.—

When the dictator is dictating dollars and cents and does not use the word *dollars* or *cents*, set off the dollars from the cents with a period, or decimal point; thus, \$1.56, dictated *one fifty-six*, 1+ $\overline{V}$ NTG+56. The period will indicate the dollars and cents. If not sure as to whether *one hundred fifty-six dollars* or *one dollar fifty-six cents* is meant, make sure before writing either.

Amount	Dictated	Written
\$5.67	<i>five sixty-seven</i>	5+ $\overline{V}$ NTG+67
\$89.98	<i>eighty-nine ninety-eight</i>	89+ $\overline{V}$ NTG+9+8
\$374.74	<i>three seventy-four seventy-four</i>	37+4+ $\overline{V}$ NTG+7+4

104. Practice exercise.—Write ten times.

balance	cashier	purchase	free on board
cent	follow	account	bill of lading
discount	cents	money order	cash on delivery
volume	dollar	parcel post	bills of lading
amount	credit	post office	draft attached

Write five times, using *dollars* and *cents* first three times, then *decimal point*.

\$5.87	\$34.84	\$374.57	\$847.32	\$324.65	\$5,234.78
6.34	75.83	857.00	984.05	875.43	34,567.89
7.85	53.68	274.19	462.35	166.16	57,003.49

105. Writing exercise.—

Mr. E. J. Spencer, Cashier,
First National Bank,
Chicago, Ill.

Dear Sir:

We enclose you herewith bill of lading on car of sugar with draft for Four Thousand One Hundred and Twenty three Dollars and Fifty-six Cents on the Mills of your city.

When these people bought this sugar, there was a large balance against them on our books. We were unable to extend further credit for this amount. We have since received their check in full payment of their account and if they request it are willing to have the goods delivered on open account. If they take up the draft promptly, however, we can allow them a discount of two per cent, with which you may credit the invoice.

Gentlemen:

We are enclosing you herewith post-office money order for \$20.00 for which please send us by Parcel Post five #16 Open Face, 20 year, Gold Plated Keystone Watch Cases.

Dear Sir:

Please ship us, draft attached to bill of lading (DA+BL), two cars soft coal, mine run. We understand the price is \$2.75 f. o. b. mine.

Gentlemen:

We are doing a large volume of business on cheap library sets and ask you to ship us the following by express c. o. d. at once:

18 sets Dickens' Works

23 sets Ridpath's History of the World

Have you some late books of interest in sets:

SECTION FIVE

Step Five

EXPRESSIONS OF TIME

106. Word signs.—The following are the word signs used in writing the expressions of time. Note that most of them are standard abbreviations. Practice thoroughly.

Days of week.—

SUN	<i>Sunday</i>	THU	<i>Thursday</i>
MON	<i>Monday</i>	PHRI	<i>Friday</i>
TU\$	<i>Tuesday</i>	SAT	<i>Saturday</i>
WED	<i>Wednesday</i>		

Months of year.—

\$AN	<i>January</i>	AUG	<i>August</i>
PHEB	<i>February</i>	SEB	<i>September</i>
MAR	<i>March</i>	OKT	<i>October</i>
A\$	<i>April</i>	NOF	<i>November</i>
\$URM	<i>July</i>	DE\$	<i>December</i>

Miscellaneous.—

IN\$	<i>instant</i>	TON	<i>tonight</i>
URMT	<i>ultimo</i>	TOM	<i>tomorrow</i>
PROK\$	<i>proximo</i>	AM	<i>A. M.</i>
YE\$	<i>yesterday</i>	P-M	<i>P. M.</i>
TOD	<i>today</i>	NTG+NTG	<i>: (colon)</i>

107. Dates.—A comma is written between the month, or day of the month, and the year. *April 15, 1856*, AP $\dot{\text{H}}$ +15+ $\text{FKD}\dot{\text{H}}$ +18+56.

In writing years of the present century omit the first two figures. *July 14, 1920*, JURM +14+ $\text{FKD}\dot{\text{H}}$ +20.

(Omit the *th*, *rd*, etc., in writing dates.)

Study and practice the following illustrations:

<i>January 1, 1900</i>	JAN +1+ $\text{FKD}\dot{\text{H}}$ +19+H
<i>May 12, 1917</i>	MA+12+ $\text{FKD}\dot{\text{H}}$ +17
<i>September 20, 1920</i>	SE B +20+ $\text{FKD}\dot{\text{H}}$ +20
<i>August 21, 1903</i>	AUG+21+ $\text{FKD}\dot{\text{H}}$ +0+3
<i>November, 1918</i>	NOV+ $\text{FKD}\dot{\text{H}}$ +18
<i>July 14, 1776</i>	JURM +14+ $\text{FKD}\dot{\text{H}}$ +17+7+6
<i>June 3.</i>	JUN +3
<i>October 2.</i>	OKT+2

108. Time of day.—In writing hours and minutes, separate the hours from the minutes with a period.

<i>3.15 P. M.</i>	3+ FNTG +15+P-M
<i>11.06 A. M.</i>	1+1+ FNTG +6+AM

109. Practice exercise.—

March 23, 1917	August 9, 1905	July 13, 1920
Dec. 1, 1897	Feb. 28, 1911	Sept. 2, 1872
June 4, 1900	October 30, 1874	Jan. 6, 1888
Nov. 17, 1909	May 27, 1914	Dec. 21, 1907
April 6	July 3	August 14

4.00 A. M.	9.55 A. M.	5.35 P. M.	7.19 A. M.
6.24 P. M.	8.15 P. M.	1.04 P. M.	10.06 P. M.
12.02 P. M.	2.30 P. M.	3.44 P. M.	11.33 A. M.

110. Writing exercise.—

Dear Sir:

The following schedule will apply to next year's training classes:

Monday and Tuesday during January and February,
Tuesday and Wednesday during March and April,
Wednesday and Thursday during May and June,
Thursday and Friday during September and October,
Friday and Saturday during November and December.

Special schedule will be announced later for the Lake Shore Camp during July and August.

Dear Mr. Brown:

Yours of the 3d instant was on my desk upon my return to the office at 3.00 P. M. yesterday.

Gentlemen:

Your order of the 29th ultimo reached us at nine A. M. today, and we are glad to advise that goods will be shipped before night.

Gentlemen:

Our Mr. Stevens is leaving the city tonight or tomorrow for an extended trip and will not return until about the 15th proximo.

During his absence the writer will give his personal attention to any orders that you may send in.

Exercise for skill.—Contains three hundred words.
 The time in which the entire exercise should be written is:
 5 min. 0 sec. at completion of Step One, Section Six
 4 min. 18 sec. at completion of Step Two, Section Six
 3 min. 45 sec. at completion of Step Three, Section Six
 3 min. 18 sec. at completion of Step Four, Section Six
 3 min. 0 sec. at completion of Step Five, Section Six

July 14, 1917.

Messrs. Smart & Smart,
 728 Philadelphia Life Building,
 Cor. 17th Street and Chicago Avenue,
 Baltimore, Md.

Dear Sirs:

Per your order of the 30th ultimo we are shipping you today bill of lading draft attached two cars lump coal. This coal was loaded at our county mine at 4:30 P. M. yesterday and shipped 9:20 A. M. today, and should reach you late tonight or early tomorrow morning.

The invoice on the two cars is 54 tons at \$3.57 per ton, total \$192.78, less one per cent discount for cash, or net \$190.86. Deducting the credit balance of \$17.83 shown by your account, makes the amount of the draft \$173.03.

Dear Frank:

Please purchase for me and send by Parcel Post a souvenir volume of Milton's poems.

I will send post-office money order or cashier's check upon receipt of bill from you.

Gentlemen:

You have a note due at this bank tomorrow for \$1,318,716.01 plus interest at 5% for 90 days.

Upon payment of a substantial part of this note with interest we shall be glad to extend the balance.

We also have several bills of lading that came this morning. Please give the above matters your prompt attention.

Gentlemen:

Replying to your inquiry of the third instant we quote you on car Silver Leaf Lard f. o. b. common rate points in your territory as follows:

12/5's	14 cents
14/6's	13 cents
2/50's	12 cents

We can ship by first proximo if we receive the order promptly.

SECTION SIX

Step One

FRACTIONS

POINTS OF THE COMPASS

111. Standard abbreviations.—

N	<i>north</i>
E	<i>east</i>
S	<i>south</i>
W	<i>west</i>
AE	- (<i>hyphen</i>)

112. Fractions.—Separate the numerator and denominator with a hyphen. $3/5$, 3+AE+5; $5/16$, 5+AE+16; $27/64$, 27+AE+6+4; $63/125$, 6+3+AE+125.

113. Mixed numbers.—Write the word *and* between the whole number and the fraction. $4-3/5$, 4+AN+3+AE+5; $6-17/32$, 6+AN+17+AE+3+2.

114. Decimals.—Write a decimal point between the whole number and the decimal or before the decimal when there is no whole number. 3.5, 3+ØNTG+5; .0325, ØNTG+0+3+25; 128.375, 128+ØNTG+37+5.

115. Practice exercise.—

1/3	3/5	1/2	2/3	5/6	9/10	7/8
2/5	1/4	3/8	4/5	1/8	3/4	2/5
9/16	11/32	15/16	3/64	17/32	22/23	69/137
3-1/2	5-7/8	7-2/3	6-5/64	10-17/32	367-16/17	
4-5/8	1-6/9	3-1/5	8-4/7	14-34/35	193-32/43	
3.5	.25	8.375	12.03275	7.0035	8374.7	63487.472
9.3	.69	6.333	89.60037	9.2307	3975.6	73842.947

116. Points of compass.—The abbreviations for the four cardinal points of the compass, *north*, *east*, *south* and *west*, are used in combination to write the semi-cardinal points. *Northwest*, N+W; *southeast*, SE.

Write in an *additional stroke* ERN for *-ern* and ERGŕ for *-erly*. *Southern*, S+ERN; *southeastern*, SE+ERN; *southerly*, S+ERGŕ.

Practice thoroughly.

northern	southwest	northeastern	western
easterly	northwest	southeastern	northerly
southern	southeast	northwestern	southerly

SECTION SIX

Step Two

WEIGHTS AND MEASURES

FOREIGN WORDS

117. Standard abbreviations.—

PKG	<i>package</i>
BDL	<i>bundle</i>
BU	<i>bushel</i>
CW-T	<i>hundredweight</i>
-MDX	<i>merchandise</i>
ART	<i>article</i>
DOX	<i>dozen</i>
CL	<i>carload</i>
L+CL	<i>less than carload</i>

118. Foreign words.—Many words, now proper words in English, have come from foreign languages, retaining their original foreign pronunciation. When the vowels in such words have a sound irregular to the same vowels in English, the vowels, as well as the consonants, are written according to their sound, being written out quite fully. *Bureau*, BU+RO; *crochet*, CRO+SHA; *chassis*, SHAX+E.

119. Word practice.—*Write ten times.*

correspond advertise interest volume per cent
 purchase department amount account discount

rouge	ROEЯ	cafe	CA+PHA
garage	CTA+RASЯ	croquet	CRO+CA
ballet	BA+LA	resume	RA+SU+MA
crepe	CRAB	tonneau	TUN+O
chauffeur	SHO+PHUR	bureau	BU+RO
crochet	CRO+SHA	protege	PRO+TA+SHA
mirage	ME+RASЯ	tete a tete	TAT+A+TAT
matinee	MAT+IN+A	regime	RA+SHEM
challis	SHA+LI	beau	BO
limousine	LE+MOE+SEN	sachet	SA+SHA
negligee	NEG+LI+SHA	chassis	SHAЯ+E
debris	DA+BRE	debut	DA+BU

120. Writing exercise.—

Gentlemen:

Please ship us the following by local freight tomorrow:

- 5 packages steel wool
- 5 bundles medium fine wood wool
- 25 bushels lime
- 15 hundredweight Portland cement
- 1/6 dozen crucible steel trowels

Please see that these articles are well packed, as they have to be hauled over rough country roads.

Gentlemen:

Please quote carload and less than carload rates on mixed merchandise from Cincinnati to St. Louis.

SECTION SIX

Step Three

PUNCTUATION

121. Punctuation.—All notes should be properly punctuated when written, as punctuation is often necessary to convey the correct meaning. When the dictation is at a high rate of speed and there is not enough time to punctuate completely, be certain to at least use the period and comma appropriately, and, as far as possible, the semi-colon.

The following is a list of all the arbitrary signs used in writing punctuation, etc., on the National.

ØNTG	.	(period)
ØKDØ	,	(comma)
ØØNKTDGØ	;	(semicolon)
ØNTG+ØNTG	:	(colon)
BCPD	?	(interrogation mark)
STHW	!	(exclamation mark)
BCPDØNTG	'	(apostrophe or single quotation mark)
BCPDØNTG+BCPDØNTG	“	(quotation marks)
AE	-	(hyphen)
AE+AE	—	(dash)
STHWØKDØ	(	(parenthesis)
STHWØKDØ	)	(parenthesis)
BSCTPHDWØØNKTDGØ	—	(underscore)
CAØ		<i>begin with capital letter</i>
CAØØ		<i>write all caps</i>
Ø+Ø		<i>paragraph</i>
×		<i>correction sign</i>
×+×		<i>space (between letters, sentences, etc.)</i>

122. How to remember the punctuation marks.—

The upper right row of four keys is the period and the lower row the comma; the period being above the comma, the two struck together form the semicolon. The period struck twice, which will appear in the notes as one above the other, is the colon.

Opposite the period on the left side is the question mark, and opposite the comma is the exclamation mark.

The apostrophe, or single quotation, is the entire top row, and the single quotation mark struck twice makes the full or double quotation marks.

The hyphen is written with two vowels, which are in the middle of the keyboard or line of writing and between the consonants, just as the hyphen occurs between words. A long or double hyphen makes the dash.

As the top row forms the single quotation mark, so the bottom row forms the parenthesis. Note that the same sign is used for the beginning and ending parenthesis.

The upper and lower rows on both sides form the underscore sign.

123. How to use the punctuation marks.—

Apostrophe.—As a rule, it is not necessary to show the apostrophe in the notes, but, when it is necessary, as in some proper names, etc., it must be written. *I bought Starks' farm.* I+BOT+STARKŝ+BCPDŦNTG+PHARM. *I bought Stark's farm.* I+BOT+STARK+BCPDŦNTG+ŝ+PHARM.

Quotation marks.—Write the quotation marks before and after that which is quoted.

Hyphen.—*Smith-White Lumber Co.*, SM|W+AE+
HW|T+LUMB|S+CO.

Parenthesis.—A parenthesis is struck before and after the matter to be enclosed.

Underscore.—Write the underscore sign immediately after each word to be underscored.

Capitals.—Indicate the capitals by placing the appropriate sign after each word so affected.

124. Writing exercise.—Write the following with all the marks of punctuation and other signs.

Write fifteen times.

Gentlemen:

Referring to your order No. 2842, we quote the publisher's letter of the 10th as follows:

"The new edition of our famous book, 'Shoot—A Story of Arms', (Antique paper) will be shipped the first of the week.

"We will ship your order complete on Tuesday by Fargo express.

"It will be marked RUSH."

As soon as these books are received from the publishers we will express you one hundred copies.

SECTION SIX

Step Four

COMPLIMENTARY CLOSES

CORRECTIONS

125. Complimentary closes. — Abbreviate the words in the complimentary close of a letter by using the initial letter of each word in the close. This refers to those complimentary closes in common use. *Yours truly*, Y-T; *very respectfully yours*, V-R+Y; *yours very truly*, Y- $\overline{\text{VT}}$.

Initial or final consonants may be used in writing the initial letters of such words, and so far as possible should be written in the same stroke.

This use of the initial abbreviations applies only to complimentary closes and must not be carried into other uses.

Study the following and practice thoroughly.

YT	<i>Yours truly</i>
V-T	<i>Very truly</i>
Y- $\overline{\text{VT}}$	<i>Yours very truly</i>
V-T+Y	<i>Very truly yours</i>
R	<i>Respectfully</i>
R+Y	<i>Respectfully yours</i>
Y-R	<i>Yours respectfully</i>
Y+V-R	<i>Yours very respectfully</i>
V-R+Y	<i>Very respectfully yours</i>
Y-S	<i>Yours sincerely</i>
S+Y	<i>Sincerely yours</i>
C+Y	<i>Cordially yours</i>
PH+Y	<i>Faternally yours</i>

126. Corrections, insertions, etc.—Should it become necessary to make a correction, insert something or cut out something some distance back in the dictation, refer to the place in the notes where the correction or change is to be made and, with a pencil, insert a letter (such as *A, B, C*, etc.). Then strike two stars for a space, then write the letter (*A, B, C*, or whatever letter is used); then strike two stars for a second space. Write the instructions of the dictator for making the correction, together with the corrected copy, insert or cut-out.

The first letter, which is inserted with a pencil, serves as a warning to the reader, who immediately looks forward in the notes for the corresponding letter, set off between spaces, reads the instructions for making the correction and transcribes the notes accordingly.

Where the correction is merely a minor one, such as the insertion of a single word, cutting out a word or two, etc., it may be made in the notes with pencil.

SECTION SIX

Step Five

ADDITIONAL ABBREVIATIONS

127. Standard abbreviations.—Practice thoroughly the following standard abbreviations:

TERM	<i>telegram, telegraph</i>
AU ~~TH~~	<i>authority, authorize</i>
-M ~~F~~	<i>manufacture</i>
COM	<i>communicate</i>
MEM	<i>memorandum</i>
MEM+A	<i>memoranda</i>
M ~~E~~	<i>machine</i>
AN ~~S~~	<i>answer</i>
ET ~~S~~	<i>et cetera</i>
PRO ~~P~~	<i>proprietor</i>
SIG	<i>signature</i>
P- ~~S~~	<i>postscript</i>
CWE ~~S~~	<i>question</i>

128. Word signs.—Practice thoroughly.

ARM ~~S~~	<i>also</i>	SA	<i>satisfactory</i>
LRED	<i>already</i>	TOG	<i>together</i>
IM ~~P~~	<i>important,</i>	VAN	<i>advantage</i>
	<i>importance</i>	VEN	<i>convenient</i>
-P ~~S~~	<i>possible</i>	VID	<i>individual</i>
CTO ~~F~~	<i>govern</i>	VI ~~S~~	<i>advise, advice</i>
ORG	<i>organize</i>	TIK	<i>particular</i>
NE ~~S~~	<i>necessary</i>	THU	<i>enthusiastic</i>
RE ~~P~~	<i>represent</i>	THU	<i>enthusiasm</i>
RE ~~B~~ T	<i>representative</i>		

129. Writing exercise.—

Write ten times.

Dear Sir:

According to the memorandum which I find among my memoranda, the manufacturer had no authority to authorize Mr. Brown to telegraph you an answer to your telegram relative to the new machine.

He is permitted to communicate by wire only in cases of difficult collections, receiverships, etc.

Yours truly.

Dear Sir:

I have your particular advice relative to representing the estate when the new glass company is organized.

I am sorry to have to advise you that it will not be convenient or possible for me to act as your representative in a satisfactory manner at this meeting.

I have some important business transactions for which the same date had already been set. This, together with the fact that it is necessary for me to take advantage of this meeting for presenting other individual claims, governs me in my action in the matter. I have also advised the attorneys on the other side.

Very truly yours.

Gentlemen:

The proprietor of the National Lead Works is a very enthusiastic advocate of the new compensation law. He has often displayed this enthusiasm publicly.

I suggest you get in touch with him.

Yours very truly.

LIBRARY OF CONGRESS



0 019 985 377 6